

# Chief of Operations Application

## Constitutional Duties

1. Oversee executive agencies.
2. Administer the daily operations of the WSA offices including office staff and facilities.
3. Maintain records of all WSA correspondence, legislation, Executive Cabinet minutes, and all other non-financial pertinent executive information.
4. Be responsible for all WSA correspondence, unless otherwise directed by the Student Senate.
5. Record minutes of all Executive Cabinet meetings.

## What would be expected of me before the end of the semester?

- Collect & organize all cabinet level applications, set-up interview appointments for cabinet
- Collect office keys and Groupwise email passwords from previous cabinet (transition)
- Train the cabinet on use of Groupwise email
- Get contact info & fall semester schedule for all cabinet members (to schedule office hours & fall semester cabinet meetings)
- Conduct a summer availability survey (to schedule retreat before everyone leaves)
- Collect info on Bronco Bash, Welcome Week info sessions & Orientation (once PR Chair is elected, pass along)
- Assure that the offices have been reserved through SALP for 2008-2009
- Get info to register organization and new cabinet members on the SOAP database
- Take/collect pictures of the cabinet, then get pictures and contact to the new IT Coordinator to post on the website before the conclusion of the semester
- Organize offices, acclimate yourself with it (spend time with current Chief of Ops)
- Remind new Cabinet members to change their passwords & Groupwise name tag
- Assure the office is well stocked with supplies for the summer
- Obtain necessary SALP copy codes (have changed for new cabinet)
- Begin project to organize and preserve past records

## Expected Commitments

- Do your absolute best to attend all sessions of the Senate and weekly cabinet meetings
- Be early to the WSA Senate (15-20 min early to greet senators & guests)
- Wear cabinet polo and name tag to each session of the Senate
- On occasion, post on your on-line positional blog
- Take detailed minutes from all cabinet functions, get minutes to the Speaker ea. wk
- Make an effort to attend 1 random RSO per week
- Maintain at least two office hours per week in Faunce
- Check email at least once every 24 hours during the school year
- Check email at least once per week during the summer and breaks
- Attend the Summer Cabinet Retreat
- Do your best to attend all WSA funded events
- Make a positional presentation at the retreat with your goals and expectations of the cabinet
- Meet once per month for a 1-on-1 with Danielle and Andrew
- Have fun! And be willing to give everything your best!
- The anticipated overall commitment per week will be approximately 7 hours

## Application Form

Name: -----  
Preferred email: -----  
Cell phone: -----

Are you currently on Facebook? Y or N  
Do you have an AIM screen name? Y or N  
If so, what is it? -----

Current address:

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GPA: -----

Major/Minor: -----

From Sunday April 3<sup>rd</sup> to Tuesday April 8<sup>th</sup>, please indicate all the times you would be available for an appointment:

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Years of experience in the WSA: -----

Current organizations you are affiliated with: -----  
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\*\*\*If you are selected, you will be notified via email and phone by **Midnight on Tuesday April 8<sup>th</sup>**! If you are selected, we will attempt to have you confirmed by the Senate on Wednesday April 9<sup>th</sup>.

## Checklist to apply

**1) Briefly answer the following questions by Wednesday April 2<sup>nd</sup> and send to danielle.harik@wmich.edu:**

- What past experiences do you feel have best prepared you for a role of this nature?
- What would be some major goals you have for the organization and the position?
- What would you consider your three major strengths & weaknesses to be?
- What sorts of commitments do you have planned for the 2008-2009 academic year?
- What is your leadership philosophy?

**2) Attach an updated resume**

**3) Set up an appointment with Danielle and Andrew for sometime between Thursday April 3<sup>rd</sup> and Tuesday April 8<sup>th</sup>.**

**4) Prepare a brief presentation of plans you would hope to implement, if selected.**

Feel free to email at danielle.harik@wmich.edu or call at 269-358-2006.  
Thanks for your consideration!