Howdy,

Thank you for your interest in serving on the 68th MSC Officer Team! We are excited to provide you with some information that will be important as you go through the application process. Below we have included important links to various parts of the application, as well as certain dates that you will need to pay attention to. Following this cover page, we have included a job description for the position that you are looking into put together by the student and staff partnership that is in the current role.

MSC Cover Page Link: [http://www.msc.tamu.edu/spo/apply/](http://www.msc.tamu.edu/spo/apply/)

In order to have a complete application, you must fill out an MSC Cover Page. After filling out all of the fields, you will receive an applicant ID. Please use this ID on the application, found on Maroon Link (the link is provided below)

Application Link: [https://maroonlink.tamu.edu/form/start/117021](https://maroonlink.tamu.edu(form/start/117021)

The link above will take you to the 68th MSC Officer Application. This application is the same for all positions, but some position requirements vary (e.g. number of appraisals). Please carefully read the application and this document while completing the app.

Appraisal Link: [https://maroonlink.tamu.edu/form/start/117514](https://maroonlink.tamu.edu(form/start/117514)

You can send this link to the appraisers (peer or faculty/staff members) that you plan on using for the application process. Please be aware of the different requirements based on the position you are applying for, they are as follows:

- **President** require 4 (two must be from the following: MSC Advisor or Faculty and Peer)
- **Executive Vice Presidents** require 3 (one must be from an MSC Advisor or Faculty member and one from a Peer)
- **Vice Presidents** require 3 (one must be from an MSC Advisor or Faculty member and one from a Peer)
- **Chairs** require 2 (one from an MSC Advisor or Faculty member and one from a Peer)

<table>
<thead>
<tr>
<th>Position</th>
<th>Application Deadline</th>
<th>Interview Dates</th>
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<tbody>
<tr>
<td>President</td>
<td>Monday, January 30 at 12pm</td>
<td>February 3rd and 4th</td>
</tr>
<tr>
<td>Executive Vice Presidents</td>
<td>Monday, February 13 at 12pm</td>
<td>February 15th and 16th</td>
</tr>
<tr>
<td>Vice Presidents</td>
<td>Monday, February 13 at 12pm</td>
<td>February 24th and 25th</td>
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<tr>
<td>Chairs</td>
<td>Varies</td>
<td>Varies</td>
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*Application deadlines are subject to change due to varying factors (e.g. limited applicant pool, interview team availability, etc.)*

**Parts of the Application**

- **Meeting with Current Student/Staff Partnership (optional):** While not mandatory, it is highly encouraged that you meet with the student in the position that you are applying for as well as the staff member that advises them prior to submission.
- **Résumé:** Provide a résumé detailing the experiences you have had which have prepared you for the MSC position you are seeking *(should be limited to one page).*
- **Cover Letter:** Provide a cover letter explaining why you want this position and how your previous accomplishments will contribute to your success *(should be limited to one page).*
- **Goals Statement:** Outline at least three goals which you hope to accomplish as an MSC Officer. Explain how you plan to accomplish these goals in no more than 1,000 words and how each fits with the mission of the MSC and your role specifically. When writing your goals statement, please include at least one short term goal and one long term goal *(list the goals and elaborate with bullets underneath each section).* Consider using the S.M.A.R.T. frames when shaping your goals.
- **Self-Appraisal:** You will be asked to evaluate yourself as an applicant with both multiple choice & short answer responses.
- **Presentation (President Only):** President applicants will be required to include a short presentation in their interview; these presentations will be approximately 15 minutes in length. **This is not included on the online application.** After your application is submitted, you will be contacted for the presentation and with additional information.

If you have any additional questions or comments about the application process, requirements, or deadlines, please reach out to the Executive Vice President of Diversity, Robert Brooks (broo9151@gmail.com) or their advisor, Amanda Flores (aflores@msc.tamu.edu). Again, thank you for your interest and best of luck during the selection process.
Memorial Student Center Officer
Job Description

Organization/Resource Area: Carter G. Woodson Black Awareness Committee
Position: Chair

General summary of this position (100 word limit):
The MSC, Carter G. Woodson Committee is a premiere programming body on campus, responsible for the continued education of the campus and community through quality programs that focus on the culture, concerns, and contributions of descendants of the African Diaspora. The chair of WBAC is ultimately responsible for the success of the aforementioned programs. In addition, he/she is expected to aid in the continued development of members and directors as student leaders through the planning and implementation of these programs.

Minimum Requirement: One year of WBAC leadership experience or equivalent.

Meeting Requirements:

<table>
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<tr>
<th>Meeting Type</th>
<th>Day/Time (if known)</th>
<th>Reoccurrence (weekly, monthly, etc)</th>
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</thead>
<tbody>
<tr>
<td>Program Committee</td>
<td>Monday/6:00 pm</td>
<td>Weekly</td>
</tr>
<tr>
<td>Executive Staff</td>
<td>Tuesday/TBD</td>
<td>Weekly</td>
</tr>
<tr>
<td>General Body</td>
<td>Wednesday/7:30 pm</td>
<td>Bi-weekly</td>
</tr>
<tr>
<td>Advisor</td>
<td>TBD</td>
<td>Weekly</td>
</tr>
<tr>
<td>Individual Director</td>
<td>TBD</td>
<td>Periodically</td>
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</table>

Please list any significant changes or additional functions for this position in the upcoming year:

Additional responsibilities would be restructuring the programming proposal module.

Required MSC Officer Responsibilities

<table>
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<tr>
<th>Duty Title</th>
<th>Description</th>
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<tbody>
<tr>
<td><strong>Represent the MSC – Student Programs Office:</strong></td>
<td>As a student leader in the MSC Student Programs Office, you are a reflection of the department and our MSC Values.</td>
</tr>
<tr>
<td><strong>Attend Weekly Meetings:</strong></td>
<td>There is a significant amount of effort that goes into preparing for the various meetings. The expectation is to not only attend these meetings but be a contributing member, critical thinker and a conduit to and advocate for WBAC.</td>
</tr>
<tr>
<td><strong>Monday Night Meetings (CAT or PAT):</strong></td>
<td>When creating your academic schedule, please be mindful of your requirement to attend Committee Advancement Team (CAT) meetings every Monday night at 6pm. If WBAC is proposing a Tier 3 program, the Chair is expected to be in attendance or coordinate representation, for the Program Advancement Team (PAT) meeting held on Mondays from 4:30 p.m. to 6 p.m.</td>
</tr>
<tr>
<td><strong>Executive Staff Meetings:</strong></td>
<td>This meeting is for the development of the members of the executive team as well as planning and updates. Agendas must be prepared as well as tasks for each director.</td>
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</table>
General Committee Meeting (GCM): It is imperative to meet with the Director of Internal Programs whose responsibility is to take the lead on planning and implement the GCM. Chair attendance is not required at this meeting but highly encouraged. This meeting is for the development of the WBAC body. Executive members will be given the opportunity to put to practice what they have learned through their development in the executive meetings i.e. public speaking, team-building, organization, mediation, etc. General members will be giving the opportunity to aid in the planning and implementation of programs as well as glean skills from the executive team.

Supervise Executive Staff: Student development is important in this role. Ensuring directors understand their roles, responsibilities, and current tasks is integral to the success of the organization.

Program Development: The chair will supervise the development of programs brought to him/her by the Executive directors. This supervision includes (but is not limited to), meeting with directors to cultivate innovative ideas, evaluating program proposal, reviewing speaker approvals and assessing the budget/financial risks before they are presented to PAT.

NOTE: The Chair is not a programming position, but a supervisor of program ideas.

Internal Communication: The chair will have to communicate significantly with staff members, general body members, and the advisor in order to ensure continued success for the committee. This may include (but is not limited to) weekly meetings with advisor, individual executive directors and general members.

External Communication: Communication with outside departments and individuals is also necessary for the continued positive perception of WBAC. Additionally, the chair will be responsible for speaking with outside entities as a representative of the committee.

Assist with MSC Committee Alignment to Memorial Student Center: Committee Chairs have the responsibility of directing their committee’s goals each year to meet the needs of the department.

Complete the full Academic Year: MSC Officer positions are meant to be performed for the full academic year from Fall through the Spring semester.

Understand the Student-Staff Partnership: The MSC Student Programs Office operates under a unique 1:1 relationship between student and advisor

Learning Outcomes: What skills or knowledge is the individual in this position expected to gain? (50 words)

- effectively manage and facilitate meetings
- use critical thinking skills to solve problems
- utilize MSC resources to support committee needs
- articulate a vision for the committee for the year
- demonstrate an improved ability to effectively communicate orally and in writing
- articulate an increased appreciation for one’s own culture

Preferred experience, knowledge, and/or skills (50 words)

Previous leadership experience on WBAC executive staff and programming experience.

Outgoing MSC Officer and Advisor Signatures
Please complete the following. The outgoing MSC Officer is the individual currently in the position described. The Current Advisor is the advisor currently responsible for the position described.
### Incoming MSC Officer

The individual selected to this position is asked to sign in the space below. Your signature signifies that you have been made aware of and understand requirements and responsibilities of your new position and that you plan to fulfill this role as an MSC Officer to the best of your abilities.

<table>
<thead>
<tr>
<th>Signature:</th>
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<th>Date:</th>
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### Outgoing MSC Officer

Outgoing MSC Officer: Sade Hill

Current Advisor: Lydell Graham

Sign Name: [Signature]

Date: [Date]