



**Thank you for your interest in the Student Council for Undergraduate Research and Creativity (SCURC) Executive Board!**

In the upcoming school year, SCURC aims to improve its ability to contribute to undergraduate excellence through increased engagement in a variety of areas. Our main focus for the year will be expanding our reach to the student body.

The SCURC Board for the 2019-2020 school year will be responsible for ensuring that we meet these goals. Each member will serve as an ambassador of SCURC and undergraduate research and creativity in their own right and contribute in their own way. The following survey is designed to provide us with a sense of your background, experience, and reasons for applying to the Executive Board. You can learn more about SCURC at <http://sga.fsu.edu/scurc.shtml>. If you have any questions, please email [director.scurc@gmail.com](mailto:director.scurc@gmail.com)

The following positions are currently open. Please read about each position below:

**Campus Relations Chair:** As **Campus Relations Chair** you will be responsible for all in-person outreach efforts including our events, class presentations, organization presentations, tablings, and executive board socials. This position will involve an ample amount of communication with students, faculty, and administration. This position will actively collaborate with the Marketing Chair to expand our reach to the student body. You should be outgoing and enthusiastic with an ability to establish mutually beneficial connections with other groups, activities, and organizations on campus. All board members must be present at weekly meetings, assist with tabling events, and fulfill any extraneous responsibilities when required. Estimated time commitment for this position is 3 hours per week.

**Media Chair:** As **Media Chair** you will be responsible for planning and designing all SCURC related media. This will include testimonials from travel grant recipients, t-shirts or materials, research spotlight videos of undergraduate students, flyers or posters detailing our services and events, and collaborating on marketing plans. This position will actively collaborate with the Marketing Chair to expand our reach to the student body. You should have good multi-media skills—past experience creating media in programs like Canva and Adobe Spark is preferred and owning a high-quality camera is a plus. All board members must be present at weekly meetings, assist with tabling events, and fulfill any extraneous responsibilities when required. Estimated time commitment for this position is 3 hours per week.

**Marketing Chair:** As **Marketing Chair** you will be responsible for maintaining, publishing, and spreading all SCURC related media. This will include editing our website, regularly posting SCURC services and upcoming events on our social media platforms, sending flyers and pamphlets to residence halls and/or posting them around campus, tabling on a regular basis, and developing marketing plans. This position will actively collaborate with the Media Chair and Campus Relations Chair to expand our reach to the student body. You should have a strong background using social media and experience in advertising is helpful. All board members must be present at weekly meetings, assist with tabling events, and fulfill any

extraneous responsibilities when required. Estimated time commitment for this position is 3 hours per week.

**Travel Grants Chair:** As **Travel Grants Chair** you will be the main point of contact for interested applicants of our Travel Grants funding opportunity. You will be responsible for reviewing the information provided by potential applicants, deciding how much funding they should receive based on their estimated costs and our guidelines, sharing the information with the rest of the board in order to vote on the motion, responding to applicants with our decision, and sending all information needed by SGA Accounting to the Treasurer. This position will actively collaborate with the SGA Liaison Chair to communicate our impact to the Student Government Association. You should be able to work in an independent and timely manner. All board members must be present at weekly meetings, assist with tabling events, and fulfill any extraneous responsibilities when required. Estimated time commitment for this position is 3 hours per week.

**SGA Liaison:** As **SGA Liaison** you will be the main source of communication between SCURC and the Student Government Association. You will be responsible for attending weekly senate meetings, conveying all recent developments in SCURC and/or pertinent information to the senators, and advocating on behalf of our organization. This position will actively collaborate with the Travel Grants Chair to communicate our impact to the Student Government Association. You should be comfortable with public speaking. All board members must be present at weekly meetings, assist with tabling events, and fulfill any extraneous responsibilities when required. Estimated time commitment for this position is 3 hours per week.

## **Marketing Chair**

As **Marketing Chair** you will be responsible for maintaining, publishing, and spreading all SCURC related media. This will include editing our website, regularly posting SCURC services and upcoming events on our social media platforms, sending flyers and pamphlets to residence halls and/or posting them around campus, tabling on a regular basis, and developing marketing plans. This position will actively collaborate with the Media Chair and Campus Relations Chair to expand our reach to the student body. You should have a strong background using social media and experience in advertising is helpful. All board members must be present at weekly meetings, assist with tabling events, and fulfill any extraneous responsibilities when required. Estimated time commitment for this position is 3 hours per week.

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In order to apply for a SCURC E-Board position, you should have significant experience in undergraduate research or creative work or intend to gain such experience. Please explain your past and current research and creative experience and how you plan to continue your involvement.

As Marketing Chair, what type of outreach efforts do you envision yourself making to fulfill our goal of expanding our reach to the student body? (List marketing strategies, unique social media posts, tabling ideas, etc.)

What makes you best suited for the position of Marketing Chair?