Dear Interested Applicant,

The Jewish Student Union Advisory Council thanks you for your interest in applying to be the Executive Director and/or the Assistant Director of the Jewish Student Union. The Jewish Student Union serves as a Student Government agency here at FSU, holding different events and programs to educate FSU’s student population on the diversity that exists within Judaism as well as antisemitism, the Holocaust, and anything else relevant to Judaism. The JSU Executive Board is a direct liaison to Student Government and acts as the Jewish student population's voice within Student Government.

As you answer the following questions, please provide any information that you may deem relevant or important to the consideration of your candidacy in your preferred position.

Please attach this document in the “Supplemental Documents” section of the SGA application.

The deadline for this application is April 25th at 11:59pm.

We look forward to reading your application,

Sincerely,

Emily Boden
2022-2023 Executive Director
Jewish Student Union
jsu.director@gmail.com
Name:
FSU Email:
Phone Number:
Major:
Academic Year:

**Position Descriptions:**

**Executive Director:**
- Serve as the Chief Executive of all functions, meetings and related activities concerning the JSU.
- Assist the Treasurer in financial activities as needed.
- Have the power to implement ad-hoc committees.
- Oversee the appointment of all chairpersons and assign organizational duties as necessary.
- Be in constant communication with the Executive Branch and Legislative Branch of the Student Government Association.
- Act as an official representative of JSU to the campus community.
- Serve as the Chair of the Advisory Council.
- Be financially certified by SGA.
- Serve as an ex officio member of the Office of Governmental Affairs Agency Advisory Committee or appoint a designee.

**Assistant Director:**
- Support the Executive Director as needed.
- Oversee educational programs and initiatives.
- Become acting Executive Director in situations where the Executive Director is unable to serve.
- Be financially certified by SGA.

**Treasurer:**
- The Director should be aware and approve all purchases before being made.
- The Treasurer should put together at least one share-it night for the spring semester.
- The Treasurer shall be financially certified and understand how to put in Purchase Requests.
- The Treasurer shall know the JSU budget for this year and the following year.
- The Treasurer shall be in charge of all Budget, Sweepings, PAC, and RTAC requests.

**Secretary:**
- The Secretary will have meeting minutes uploaded to the google drive by two days after the board meeting.
- The Secretary shall work with the advisory council and coordinate all advisory council appointments.
- The Secretary shall serve as the chief communicator with the board, and keep track of all projects that each board member is working on, this document shall be available to the entire board. This document will include all action items assigned at board meetings.
- The Secretary will keep track of which board members attend what events and board meetings.

If you have any questions regarding this application, please contact jsu.director@gmail.com
• The Secretary will create a calendar for the Executive Board, including all events, programs, meetings, and all other related events.

**Director of Outreach:**
• The Director of Outreach will put out Newsletters once a month containing upcoming events for the month, past event recaps, and exciting news happening within JSU. This newsletter must be approved by the Director before being posted.
• The Director of Outreach will coordinate Market Wednesdays. They are not required to be there but they will apply every week and make sure we have at least 1 person at the table at all times.
• All Market Wednesday materials to be purchased must be discussed with the Treasurer and Director.
• The Director of Outreach should handle internal outreach (numbers for events, contact info, etc.)

**Director of Programming:**
• Must have all programs/events completely planned out at least a month before the event date.
• The Director of Programming must have all event ideas approved by the Director.
• All event programs must include a timeline of what is happening when, a list of items that are needed for the program, and a detailed run down of how exactly the event is going to be run.
• The Director of Programming must send the Director of Marketing all information regarding each event to make sure the flyers are being made properly.

**Director of Marketing:**
• The Director of Marketing is in charge of coordinating all social media efforts (Instagram, LinkedIn, etc.).
• All flyers should be made at least two weeks before the even/post date unless there are other extenuating circumstances.
• All posts must be approved by the Director before being posted.
• The Director of Marketing can delegate posts to others to make.

Please rank the following positions (1-Most Desired, 7-Least Desired):

____ Executive Director
____ Assistant Director
____ Treasurer
____ Secretary
____ Director of Outreach
____ Director of Programming
____ Director of Marketing

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Please answer the following questions:

Please provide a minimum of three goals you have for the position, and a description of how you plan to accomplish each.

What is one Jewish issue that concerns you, and why? How do you wish to address this specific issue? (This can be within the school, local community, hometown, etc.)

Intersectionality is a concept often used to describe the ways in which oppressive systems (race, sexuality, gender, class, ability, etc.) are interconnected. How does intersectionality play a role in how JSU advocates for Jews in multiple identity groups?

Please share any additional material that will aid your application (i.e. graphics if you are applying for Director of Marketing):

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