

2009- 2010 Internal Vice Presidential Staff Application Packet

*** What is USAC? ***

USAC is the Undergraduate Student Association Council, which is recognized as the official voice of undergraduates here at UCLA to the administration, faculty, and greater community. Aimed to serve the UCLA community, it promotes advocacy, education, and student programming, all in hopes to enrich the college experience.

*** Description of the Office of the Internal Vice President ***

The Internal Vice President is the elected student body officer who is held responsible to represent the undergraduate student body, serving as the official liaison to the 850+ officially registered campus organizations. The IVP also addresses issues concerning neighborhood safety, parking, housing, and student services. The office also serves the main administrative duties of the Council, charged with setting the USAC agendas and aiding the President in making appointments.

*** Vision of the 2009- 2010 Office of the Internal Vice President ***

Elected by the students, for the students, the Office of the Internal Vice President seeks to serve the UCLA campus: protecting the college experience and the student. Serving as a resource to all Bruins, it seeks to maximize the opportunities here on campus while promoting the idea of "UCLA in L.A.". Encouraging civic engagement and social justice, the Office of the Internal Vice President also will strive to build a stronger community within the UCLA student body- initiating unique dialogues that highlight our diversity and yet cultivate solidarity. The office will work with many student organizations to address their needs, as well as support the efforts of fellow council members. This year, the Internal Vice President will focus on:

- More accessible and affordable health care on campus
- Risk management and liability insurance coverage for student programming
- More flexible and accessible funding for student groups
- Homeless student advocacy
- Resource workshops for organizations

*** Time Commitments/ Expectations ***

Given the demand of the services provided by the Office of the Internal Vice President, as well as the dedication-level we encourage amongst staff members, participation will take time and effort. There will be weekly staff meetings, a quarterly retreat, and each staff member will be asked to contribute at least one office hour per week. While the following positions are definitive in theory, they may not be in practice and it is hoped that staff will be able to adapt to additional roles and programs as the year progresses. Finally, we ask that staff members exercise sincere effort and dedication to the office since it one of great prestige and responsibility- but don't worry... we will have tons of fun!

Staff Positions

Chief of Staff (1)

Collaborates highly with the IVP to manage and ensure the Office's efficiency and productivity. Responsible for scheduling meetings, arranging the staff agenda, compiling director reports, and clerical duties. Will serve as proxy for the IVP in her absence. Will work closely with the Staff Development Director.

Staff Development Director (1)

Works closely with the IVP, Chief of Staff, and Administrative Assistants to promote a positive office atmosphere. Responsible for planning staff retreats, leadership and growth curriculum, and updating the staff on campus-wide events. Will also serve as main liaison for Office's publicity and advertisement.

Administrative Assistants (3)

Will take minutes at staff/director meetings. Will serve as liaisons for various communities on campus, including (but not limited to) ORL, the Community Programs Office, and Greek life. Will also work closely with the Staff Development Director to manage office publicity.

BruINTENT Director (4)

An annual event commissioned by last year's USAC President's Office, BruINTENT will generate awareness and funds for homelessness in the Los Angeles and UCLA community. The responsibilities for this event will include (but are not limited to): corporate sponsorship, talent recruitment, education, and charity coordination. Furthermore, directors will work on homeless student advocacy throughout the year.

"Healthy Bruins" Director (2)

Charged with the intention to expand healthcare on the UCLA campus, directors will work closely with the IVP to address the access and affordability of the Student Health Insurance Program and on-campus preventative health care measures. They will serve as liaisons of the office to a multitude of health care resources including (but not limited to): the Student Health Advisory Committee, the Student Welfare Committee, the Center for Women and Men, the LGBTQ Center, the Ashe Center, etc.

Liability Director (2)

In order to protect UCLA students as they contribute to community service or seek to enhance their college experience, the IVP has personally worked on insuring student activities. To continue these efforts, these directors will be charged with inventing and implementing risk management protocol for student groups. We will also seek to establish a new funding source for organizations to retrieve money for any expenses incurred by safety measures.

2009- 2010 IVP Staff Application Form

Name:	Student ID#:
Expected Graduation Year:	Major/Minor:
E-mail:	Cell Phone:
Will you live on/off campus next year?	Hometown:

Please list positions you are applying for in ranked order of preference:

- 1.
- 2.
- 3.

Please type your answers to the following questions, limiting your answers to 2 pages.

1. Please list ALL organizations/projects, etc. that you are involved in on/off campus, as well as leadership positions held in these organizations (if applicable). You may include a resume if you choose. Please feel free to include job experience as well.
2. Please explain why you would like to work in the IVP office and what you will contribute as a staff member to the office's success.
3. Please explain why you are applying for this specific position in the IVP office and why you are the most qualified individual for this said position?
4. What do you wish to learn in your experience in the IVP office and as a USAC staff member?
5. Why do you love UCLA?
6. Are you available over summer? Starting when?
7. Feel free to add anything that was not addressed by any of the previous questions.

All applications must be submitted to the USAC Internal Vice President, preferably via e-mail to: usac.internalvp@gmail.com.

Hardcopies are acceptable, and can be turned into the Internal Vice President's Office in Kerckhoff 300E.

Applications will be accepted until all positions are filled, however priority will be given to earlier submitted applications.

Questions? E-mail: usac.internalvp@gmail.com