

Wilfrid Laurier University Students' Union
Associate Vice Presidential Application Form 2018

DUE: Monday February 9th 2018 at 12:00pm

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|--------------------------|--------------------------|
| Name: | |
| Student Number: | Current Academic Year: |
| MyLaurier Email Address: | Alternate Email Address: |
| Cell Phone Number: | Permanent Phone Number: |
| Local Address: | Permanent Address: |

ASSOCIATE VICE PRESIDENT: FINANCE & ADMINISTRATION

Submission Package Checklist:

- Application Form
- Resume – Maximum 2 pages
- Cover Letter – Maximum 2 pages
- Proposal – Maximum 6 pages

I certify that the information contained within this application, along with all the information attached to this application is true. I also understand that not all applicants will be contacted for a first round interview, or subsequently a second round interview, and that my application will be kept on file for at least four months. Furthermore, I acknowledge that this application will be used in the decision making process to determine whether or not I am successful for the position(s) to which I am applying.

 Signature

 Date

Application Instructions

- 1) Please complete the following 3 components of your submission package. The entire package should be typed in 12pt Calibri font with normal margins.
 - a. A resume, curriculum vitae or an experience summary
 - This should be a maximum of 2 pages, single sided.
 - b. A cover letter
 - This should outline your past experiences and how they relate to the role you're applying for, as well as your leadership style.
 - This should be a maximum of 2 pages, single sided, double spaced
 - c. Please prepare a proposal with the following components:
 - The vision you have for your department.
 - A brief description of your understanding of the role and its responsibilities
 - Your view of how the Associate Vice President should oversee the staff (part-time or full-time), coordinators, executives and general volunteers within the department
 - An outline of any initiatives or action items that support your vision
 - Your proposal should be a maximum of 6 pages, single sided and double spaced.
 - You may supplement your report with exhibits beyond the 6-page limit. These exhibits are designed to expand upon ideas outlined in the report. Ensure that exhibits are clearly referenced and relevant to ideas in the report.
 - Please ensure that your proposal does not have any identifying factors (eg. Name, Student Number, etc.). It will be marked solely on the vision, and initiatives that are being presented.
- 2) Please complete and print the Application Form
- 3) Hand in your submission package
 - a. You should submit 4 paper copies of your submission package to the Students' Union Office (either campus) before the due date.
 - b. You should also submit one electronic copy of the entire application package to jdyck@wlu.ca before the due date.
 - c. Please do not use staples to attach information. Please only use paperclips

For more information about these positions:

Consult yourstudentsunion.ca and current members of the Management Team.
Attend our AVP Information Sessions in either Students' Union Boardroom:

To Be Determined

If you have any questions about the Hiring Process please direct them to
Vice President: Finance & Administration, Courtney Collard

suvpfa@wlu.ca
(519) 884-0710 x2083