

Wilfrid Laurier University Students' Union  
**Associate Vice Presidential Application Form 2018**  
 DUE: Thursday May 24<sup>th</sup> at noon

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: CLUBS & ASSOCIATION BRANTFORD

**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 the first page of this package.
- 3) Submit one electronic copy of the entire submission package to [studentsunion@wlu.ca](mailto:studentsunion@wlu.ca) before the deadline.

### **For more information about these positions:**

Consult [yourstudentsunion.ca](http://yourstudentsunion.ca) and current members of the Management Team.

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

[suypfa@wlu.ca](mailto:suypfa@wlu.ca)

(519) 884-0710 x2083