



## **ASSISTANT PROGRAMMING BOARD 2015-16**

**Introduction:** The Student Alumni Association (SAA) is the official liaison between current students and UCR Alumni. SAA provides students with the opportunity to network with alumni while gaining valuable insight into their prospective careers. Events the Student Alumni Association hosts include, but are not limited to: a national award-winning career conference series, Student Alumni Mentorship Program (SAM), Dinners with Alumni (DWA), Dance Marathon, and the Alumni Speaker Series.

SAA offers a leadership role to current members through the Assistant Programming Board (APB).

**Purpose:** Become more than just a general member of SAA and begin your path to the Executive Board! The Assistant Programming Board (APB) is a diverse group of students that work in coalition with the SAA Executive Board to engage the UCR community. As an APB member you will develop your leadership and networking skills as you assist with the coordination and execution of SAA's programs and events. Who knows, you may even create new traditions!

**Who We Look For:** We look for students from all academic backgrounds with strong interpersonal and communication skills who are comfortable working on a wide range of projects. If you're self-motivated, creative in a diverse team environment, and challenged by managing multiple projects, the Assistant Programming Board is the perfect opportunity for you.

### **Responsibilities and Expectations:** (Subject to revision)

- Work closely with SAA Board of Directors (Fundraising, External Relations, Career Conferences, Marketing) to execute various programs and events
- Attend SAA Leadership Team Meeting
- Assist with SAA's philanthropic initiatives
- Blood drive and Nooner tabling logistics

### **Requirements**

1. Current member of SAA. Join at [www.saa.ucr.edu](http://www.saa.ucr.edu)
2. UCR student with minimum 2.8 GPA in good standing
3. Up to date resume to be submitted along with your application

**Deadline: Wednesday, Oct. 07, 2015 at 5:00 p.m.**

**No Exceptions.**

“Students today...Alumni tomorrow”



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4. Able to participate in SAA activities and commit at least 3-5 hours per week to the organization as heavy involvement is expected of all members of the Board of Directors. Example: Leadership Team Meetings (M 5:30 - 7:00), General Meetings (W 5:30-6:30; 3 per quarter)

Application and Resume are due by the deadline listed. No Exceptions. These can be submitted online via the [Google Doc](#) (resume emailed separately), Qualtrics Form, completed PDF application sent via email to [ucrsaa@ucr.edu](mailto:ucrsaa@ucr.edu) or even in person to the Alumni & Visitors Center at 3701 Canyon Crest Dr. (across the street from the Softball Field and across the parking lot from the Substation).

**Interviews will be conducted during October 12 from 5:00 p.m. - 7:00 p.m.**

A selection committee will review applications and identify applicants to be interviewed. Selection will be based on qualifications and program needs.

### **FALL RECRUITMENT SCHEDULE:**

- 9/17 – Application available online
- 10/7 – **Application deadline at 5:00 p.m.** (late/incomplete applications will not be considered)
- 10/9 – Notification of selections to be interviewed (students not selected for the interview process will also be notified).
- 10/12 – Interviews: [Alumni & Visitors Center](#) 5:00 - 7:30 p.m.

The interview process will consist of a group interview (group project) as well as an individual interview. Hint: come dressed professionally, and be ready to interact with strangers- be familiar with the organization!

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- 10/13 – Notification of final selections to applicants (student not offered a position on APB will also be notified).
- 10/14 - 10/15 – Those offered a position with APB will be asked to provide the selection committee with their final decision by 12 noon on 10/15.
- 10/17 – Fall Board Retreat
- 10/19 – New APB Orientation and Celebration: [Alumni & Visitors Center](#) 5:30 - 7:00 p.m.

**Sponsored by:**



**Deadline: Wednesday, Oct. 07, 2015 at 5:00 p.m.**

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# Student Alumni Association Board of Directors Application

## PERSONAL INFORMATION

|  |                               |                |   |             |
|--|-------------------------------|----------------|---|-------------|
| First Name:  |                               | Last Name:     |   |             |
| Preferred Name:  |                               | Date of Birth: |   | Shirt Size: |
| SID:   | Major:                        |                |   |             |
| Minor:   | Recruited by:                 |                | Email                                   | Flyer       |
|  |                               | Social Media   |   | BOD Member: |
| Classification:  | Freshman                      | Sophomore      | Junior                                  | Senior      |
|  |                               | Graduate       | Did you read the info sheet?: YES    NO |             |
| Grade Point Average:<br><small>(Cumulative Only)</small> | Current SAA Member: YES    NO |                | Expected Graduation Year:               |             |

## CONTACT INFORMATION

|                  |        |  |           |  |
|------------------|--------|--|-----------|--|
| Mobile Phone:    |        | Text Messaging Available?    YES    NO |           |  |
| Email Address:   |        |  |           |  |
| Mailing Address: |        |  | Apt No.   |  |
| City:            | State: |  | ZIP Code: |  |

## APPLICATION REQUIREMENTS

|  |     |    |
|--|-----|----|
| Can you attend SAA BOD meetings on Monday evenings at 5:30 pm? | YES | NO |
| Can you participate in the SAA BOD for 3-5 hours per week?     | YES | NO |

## DISCLAIMER

I, \_\_\_\_\_, certify that the information supplied herein is true and correct. I further understand that the release of information pertaining to my academic records to the SAA staff adviser is necessary for the purpose of selection, and I agree to abide by all rules and regulations set forth by the Student Alumni Association and Alumni Association Programs.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**THIS APPLICATION IS DUE BY WEDNESDAY, OCTOBER 07, 2015 BY 5PM**

Please answer the following questions below or you may attach a separate typed copy.

## CAMPUS ACTIVITIES

List campus organizations in which you are a member, and/or any campus activities in which you have held a leadership position. You may also list any other extracurricular activities which you feel hold significance.

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## AWARDS AND ACKNOWLEDGEMENTS

List any awards, honor societies, or any other acknowledgements that have been awarded to you within your college career.

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## EMPLOYMENT (List most recent)

Please list the employer, your title, hours worked per week, and your responsibilities.

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Why are you interested in serving on the SAA's APB? What skills or qualities do you feel would make you a valuable member?

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What are your passions/interests outside of academics? What do you hope to gain from APB?

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Tell us about a time when you worked on a team. What was your role? What were the results?

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