



APPLICATION FOR EMPLOYMENT

FLORIDA A&M UNIVERSITY

Student Government Association



Deadline to Apply: September 9th, 2022 by 11:59pm

Please use to following information when submitting your application...

Subject Line: *Bell-Burns Cabinet Application*
(Incorrect subject lines may not be received due to spamming)

To: sgachiefstaff@fam.u.edu

Cc: sgapresident@fam.u.edu and sgavicepresident@fam.u.edu

Please direct any questions to Nyla Sams at sgachiefstaff@fam.u.edu

2022-2023 Cabinet Details

The Chief of Staff

1. To serve in an advisory capacity on the Student Government Association President's Cabinet.
2. To coordinate all activities of the Executive Branch such as cabinet meetings and activities, rallies, lectures, appointments, etc.
3. To sit in all Executive Branch meetings and committees that requires or entails contractual negotiations.
4. Fulfill the responsibilities and duties of any vacant Executive Cabinet position until a student has been appointed to the position.

Comptroller

1. The Comptroller shall serve as a financial custodian of the Executive Branch of Student Government Association.
2. The Comptroller is responsible for compiling and submitting the annual Executive Branch Student Activities and Service Free Budget to the President of the Student Government Association to be presented to the Activity and Service Fee Budget Committee during the Fall Semester as prescribed by the Budget timeline listed in Title XIII, The Finance Code.
3. Following verification by the Activity and Service Fee Liaison and proper written notice to the Organization and Finance Committee Chairperson at least three (3) business days prior to a request of a "Cease and Desist" order that may be issued by the Chief Justice, the SGAC Controller may, with the approval of the Student Government President, work to stop any registered and certified organization from spending its budget or funds acquired through a special allocation if he/she can verify funds are being or will be misused. The Supreme Court may reverse or uphold this action upon appeal by the organization who has been issued the cease and desist order or an appeal by the Organization and Finance Committee Chairperson.
4. The Comptroller may make periodic audits of all Activities and Service Agency budgets. Refer to Chapter 713 of the Finance Codes
5. The Comptroller must work in conjunction with the Student Government Association Director and Coordinator of Budgets, or its equivalent position, to monitor all Activity and Service Accounts to ensure compliancy with Chapter 700 Finance Codes.

Attorney General

1. The Attorney General shall be the Legal Advisor to the President of the Student Government Association and shall hand down legal opinions concerning the Constitution and Statutes to any member of the Student Body who requests the same in writing.
2. He/she will conduct a systematic and continuous study of the Student Body Statutes for consistency and clarity. He/she will prepare and submit to the Student Senate recommendations for revision.
3. The Attorney General shall also be responsible for representing the best interest of the Student Government Association and the governing documents before the Student Supreme Court.
4. The Attorney General shall be a Chief Law Enforcement Officer of the Student Government Association; however, his/her authority shall not exceed that of the Chief Justice and/or Student Supreme Court. It will be his/her duty and authority to enforce compliance of all Statutes by means of the sanctions prescribed in Chapter 408.1 as approved by the SGA President, with the exception of temporary restraining orders.
5. Any sanction handed down to an SGA Official, registered/certified organization, or member of the student body by the Attorney General may be overturned by an appeal to the Student Supreme Court

6. The Attorney General shall have the authority to bring suit against any individual and/or entity governed by the Student Body Constitution and/or Statutes; to be referred and summoned by the Student Supreme Court.
7. The Attorney General will intercept and investigate all complaints regarding the Student Government Association and any entity that is governed by the Student Body Constitution and/or Statutes. If the matter cannot be resolved, it will be referred and filed as a suit to the Supreme Court for adjudication.
8. The Attorney General has the authority to appoint and maintain Student Prosecutors, who shall be subject to confirmation by two-thirds (2/3) of the Student Senate.

Department of Student Welfare

The Department of Student Welfare is specifically concerned with all projects and activities, which directly affect the student body. The duties of the Secretary of Student Welfare shall be:

1. To assist the Career Center in finding and publicizing student employment and internship opportunities.
2. To handle problems relating to student matters and services of general welfare.
3. To research and advertise available private scholarships provided from within the university and outside of the university
4. To serve as liaison between the housing governing associations and student government.
5. To coordinate activities that promote school spirit and student unity.
6. To coordinate entertainment activities to offset the day-to-day rigors of higher academia.

Department of State

The Department of State is responsible for promoting goodwill for Florida A&M University and its Student Government Association in the Tallahassee area and throughout the State of Florida. The duties of the Department of State shall be:

1. To aid in welcoming guests and visitors to the Florida A&M University Student Body campus.
2. To establish sound relationships between students and student visitors.
3. To establish a sound relationship between students and visiting dignitaries.
4. To serve as coordinator and official host of all Student Government Association social functions.
5. To aid the President of the Student Government Association in the appointment of members to the host bureau.
6. To interact with the student governments of other colleges and universities across the country, and to relay all information to the FAMU SGA in the form of a report to submit to the website.

Department of Academic Affairs

The Department of Academic Affairs is concerned directly with the Student Government Association's involvement in the educational process. The Secretary shall represent the Student Government Association's role in the creation of a more intellectually and culturally aware student body. The duties of the Secretary of Academic Affairs shall be:

1. To make an annual faculty evaluation.
2. To compile a report on his/her evaluation of the faculty and publish it so that the Student Body may utilize it.
3. To serve as a member of the University Curriculum Committee.
4. To be responsible for accepting and acting upon all complaints of students about their academic situation including class size, course fallacies, and teacher inadequacies.
5. Publish findings by the last week of classes by the Fall and Spring classes
6. To attend Faculty Senate meetings and compile reports to be able added to the Executive branch report to be shared at senate meetings

The Department of Communications

The duties of the Secretary of Communications shall be:

1. to provide publicity, press releases, and communications from the Student Government Association to the Student Body and the General Public, which include newly enacted senate resolutions to the Student Body, Staff, and General Public
2. to coordinate a minimum of two town hall meetings per semester that address concerns of the student body.
3. to submit a summary of all newly enacted legislation amending the Student Government Statutes, all proposed amendments to the constitution, and minutes from every senate meeting to the student published university newspaper as deemed necessary by the Student Senate.

Department of Student Lobbying

The Director of Student Lobbying shall be the student lobbyist for the FAMU Student Government Association. He/she shall lobby the interests of the FAMU Student Body as directed by the SGA President in accordance with applicable University regulations and state and federal laws.

The duties of the Department of Student Lobbying shall be:

1. To promote goodwill between Florida A&M University's Student Body and the Florida State Legislature, as well as the Board of Governors.
2. To organize a lobby group to represent the Florida A&M Student Body in matters brought before the Florida State Legislature and all other city, state and federal governing bodies
3. To work with the Florida Student Association (FSA), and to attend the meetings as directed by the SGA President.
4. To be the student coordinator of the FAMU Day at the Capital

Department of Community Affairs

The purpose of the Department of Community Affairs is to establish an entity that would allow volunteering to various service projects. It is to act as a nucleus for individuals, as well as groups, who would be able to participate in community service projects. The Secretary of Community Affairs' duties shall be:

1. To administrate and delegate tasks to the volunteers.
2. To act as a spokesperson/liaison between the person(s) and SGA.
3. To research and provide opportunities for students to participate in community service events.
4. Coordinate at least one (one) community service event for the entire Student Body with the collaboration of other campus entities for student participation.

Department of Economic Development

The purpose of the Department of Economic Development is to enhance the economic situations of students and student organizations. The duties of the Secretary of Economic Development shall be:

1. To coordinate sessions to help small clubs and organizations and A&S agencies put together productive fundraisers to supplement their budgets or accounts.
2. to implement programs that teach students how to create wealth and properly manage their assets (i.e. becoming an entrepreneur, investments, etc.).
3. to handle negotiations with public and private firms concerning economic advantages and incentives for students.
4. to expose the student body to networking opportunities, encourage entrepreneurship, and promote economic empowerment.

5. to foster and develop corporate relationships for the sponsorship of major student government events (i.e. Be Out Day, State of the Black Student Summit, etc.)
6. Create a list of student entrepreneurs to be featured on the Student Government Association Website.

Office of the Surgeon General

The purpose of the Office of the Surgeon General is to provide leadership in promoting the awareness of health initiatives and exposing health disparities among our campus and community. It will strive to provide quality programming for students at Florida A & M University and to inform students on how to live a healthy lifestyle. The duties of the Surgeon General shall be:

1. Protect and advance the health of students through education, research, programs, and activities.
2. To promote health awareness through workshops and seminars.
3. Assist the activities of the University Health Educator.
4. Work as liaison between health-related organizations on campus.
5. Play an integral role in the planning and facilitation of "Relay for Life."
6. Compile and provide a list of health service professionals for health services not provided at the university health clinic (i.e. dentists).

Department of Athletic Affairs

The purpose of the Department of Athletic Affairs is to establish a sound relationship between the athletic department and student government. The duties of the Department of Athletic Affairs shall be:

1. to address the concerns of the athletes as it relates to their campus life.
2. to show support for all athletic teams.
3. to provide a monthly newsletter highlighting the academic accomplishments of various athletes.

Department of Graduate Affairs

The Purpose of the Student Government Association Department of Graduate Affairs is to:

1. Provide means for responsible and effective student participation in planning and conduct of University affairs.
2. Work in conjunction with the existing Graduate Student Association (GSA) and the Graduate class.
3. Assist with the matriculation of incoming graduate students within the University
4. Assist with Graduate Student Orientation
5. Provide means of support for the many undergraduates contemplating a graduate level education.
6. Serve as a liaison between the Graduate students, faculty, administration and Student Government Association
7. To provide a report concerning the welfare of graduate students that is to include any monetary allocations needed for the upcoming year, academic progress of each graduate program and any upcoming major events being held by the graduate schools. This report is to be submitted to the student senate by the last senate meeting of the fall semester.

Department of Diversity, Equity & Inclusion

The purpose of the Department of Diversity, Equity & Inclusion is to promote the inclusion and equity of all members of Florida Agricultural & Mechanical University's student body, and to protect the students they serve from discrimination based on ability, socio-economic status, age, sexual orientation, ethnicity, race, gender identity & expression, religion, and faith structures.

The duties of the Department of Diversity, Equity & Inclusion

1. To serve as a member on the Diversity, Equity, and Inclusion committee.
2. To serve as a liaison to Florida Agricultural & Mechanical University's student body in regard to diversity, equity & inclusion issues.

3. To collect and compile data and statistics on the various identity groups among the student body, and their appropriate resources and organizations.
4. To host university wide events promoting and supporting the inclusion of marginalized students/student organizations on campus.
5. To engage with the cultural and identity organizations on Florida Agricultural & Mechanical University's campus.
6. To engage in conversation with faculty, staff, and administration about university wide initiatives pertaining to diversity, equity, & inclusion.

Cabinet Deputies

1. These positions shall not be required; in the event these positions are appointed they shall be treated as cabinet officials for confirmation purposes.
2. To assume acting powers of the department/office head upon the request of the SGA President.
3. To assist the department/ office head in general policy and administration of the individual departments or offices.

STUDENT GOVERNMENT ASSOCIATION

Application for Employment

Please complete all sections as required

ATTACHMENTS:

- Please attach a copy of your collegiate resume.
- Faculty or Staff Letter of Recommendation
 - One letter of recommendation must come from a Florida A&M University faculty or staff.
 - The Recommender should be chosen from faculty or staff most familiar with your involvements and endeavors here at Florida A&M University.
 - This recommendation should describe your qualifications for the desired position and the recommender must not have any family relationships with you.
- Student Leader Letter of Recommendation
 - One letter of recommendation must come from a student leader at a public or private university or college.
 - The Recommender are not limited to Florida A&M University student leaders.
 - This recommendation should describe your qualifications for the desired position and the recommender must not have any family relationships with you.

IDENTIFICATION:

First Name: _____ Last Name: _____ MI: _____

Local Address: _____ City: _____

State: _____ Zip: _____ Student ID: _____

Phone: _____ Email: _____

PERSONAL INFORMATION:

1. What position are you applying for? _____

2. Have you ever worked for any Student Government Association? Yes No

If Yes, please explain duties performed, stating when and where:

3. Have you ever been convicted of an offense with the University Judicial Office? *

Yes No

If Yes, please explain Offense including date:

4. Have you pleaded nolo contendere (no contest) to, or been convicted of, a first-degree misdemeanor or a Felony?

Yes No

If Yes, please explain Offense including date:

***A conviction will not necessarily bar you from employment. Each conviction will be judged on its own merit with respect to time, circumstances, seriousness, and the position for which you applied.**

EDUCATION:

Classification: _____ Major/Minor: _____

G.P.A.: _____ Expected Hours to be Enrolled in the Fall: _____ Total Credits Hours Earned: _____

CAMPUS INVOLVEMENT:

Organizations:

Leadership Experience:

Initiatives that you've spearheaded:

Short Answer Questions

Please use Microsoft Word to answer essay questions and submit document with application.

1. What role are you applying for and what tangibles or experience do you possess that can aid you in carrying out the duties of this position?
2. Why are you interested in applying for this position and serving in SGA?

