



Wilfrid Laurier University Students' Union

Assistant Vice President Application Form

DUE: Wednesday February 24th by 4:00pm in the WLUSU Offices

Name					Student Number					
Local Address					Cell Phone #					
Home Address					Alternate Phone #					
Email Address					Postal Code					
Major					Co-op		Yes		No	
Year (as of now)	1	2	3	4+	Courses per term		Submission Date (mm/dd/yr)		/	/

- ASSISTANT VICE PRESIDENT: ADVERTISING AND PROMOTIONS
- ASSISTANT VICE PRESIDENT: CAMPUS CLUBS & FACULTY ASSOC.
- ASSISTANT VICE PRESIDENT: FINANCE
- ASSISTANT VICE PRESIDENT: FIRST YEAR EXPERIENCE

PLEASE NOTE

- Please review the job description of the position you are interested in.
(Available at <http://waterloo.wlusu.com/departments/about/jobdescriptions.htm>)
- For more information about these positions:
 - Consult www.wlusu.com
 - Attend our Assistant Vice-President Information Session:
 - Monday, February 1st or Tuesday, February 2nd at 5:00pm in the WLUSU Boardroom
 - Speak to current members of the Management Team
- Please also reference the Vice-President positions and seek information on these opportunities.

Application Instructions:

- Please include one copy of this application form with your submission.
- Please attach either a resume, curriculum vitae or an experience summary.
- Please do not use staples to attach information, please ONLY use paper clips.
- Please be thorough as the application submission will be used to make the final hiring decisions.
- Please provide 2 paper copies and one electronic copy (by email to mmistry@wlu.ca) of your report and resume for review by the hiring panel.

Please direct any questions about the Hiring Process to
Vice President: Administration, Monika Mistry (mmistry@wlu.ca)

Report Instructions

Please prepare a report including the following:

- 1) The vision you have for your sub-department
 - a. This section will be a general commentary on what you would like the theme of your term in office to be.
- 2) The goals you plan to achieve should you be hired. In this section you may describe how you plan to add value to existing initiatives and/or propose new initiatives. You might include a range of initiatives that will affect the organization on the following levels:
 - a. Committee
 - b. Sub-Departmental
 - c. Departmental

Please describe your goals and why you believe they are valuable to the Students' Union. This is your opportunity to showcase your understanding of the organization.

- 3) A brief description of your understanding of the role and its responsibilities
- 4) A section detailing any information which you feel this application has not addressed

The proposal must be typed no more than 8 pages double-spaced with default margins in 12 point Times New Roman font. You may supplement your report with exhibits beyond the 8-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.**

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 an 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

Schedule for Assistant Vice Presidential Hiring

- **Wednesday February 24th at 4:00pm**
Applications and packages due to the WLUSU Offices by 4pm
- **Friday and Saturday February 26th & 27th (All day)**
First Round Interviews – Behaviour Based Questions
(Approximately 30 Minutes)
- **Sunday and Monday February 28th & March 1st (All day)**
Second Round Interviews
If you are contacted for a second round interview,
you will be expected to provide a ten minute presentation displaying your vision for the position.
(Approximately 30-45 Minutes)
- **Tuesday, March 2nd 2010**
Letters of Notification by 2:00pm in the WLUSU Offices

*** Please note that these are the only interview times that will be offered.
Candidates unable to attend these interview times will not be granted interviews at another time. ***