



# VICE CHAIR APPLICATION 2022-2023

## Due Monday 4/29/2022 by 5pm

Founded in 1974, MSC CAMAC: A Latinx Programming Committee focuses on uniting students from diverse backgrounds by presenting programs that enrich the awareness and understanding of Latinx cultures and values at Texas A&M University.

Thank you for your interest in applying to become the MSC CAMAC Vice Chair for 2022-2023. This document contains important information regarding the application and selections process, so please read carefully.

**Application Link:** <https://apps.msc.tamu.edu/apply/>

**Application Deadline:** Applications are due on [Maroonlink](#) by **5pm on Friday, April 29th**. Incomplete or late applications will *not* be accepted.

**Application Components** (*submit as PDF*):

- **MSC Cover Page:** Go to <http://www.msc.tamu.edu/spo/apply/> and obtain an MSC cover page number (requirement #2 on the website).
- **Cover Letter:** Provide a cover letter explaining why you want this position and how your previous accomplishments will contribute to your success (should be limited to one page). [How to create a successful cover letter.](#)
- **Résumé:** Provide a résumé detailing the experiences you have had which have prepared you for the MSC position you are seeking (should be limited to one page). Be sure to include all university relevant information, significant activities which demonstrate leadership and community involvement, specific duties performed, length in office, and awards or recognitions (*should be limited to one page*). [How to create a successful résumé.](#)
- **Goals Statement:** Please select and outline at least two short-term goals and two long-term goals that you hope to accomplish in your position. Explain how you plan to accomplish these goals and how each fits into the strategic plan of the position to which you are applying. (*list the goals and elaborate with bullets underneath each section*).

We recommend reflecting on the SMART goal setting acronym:

**S-Specific:** Goals should target a specific area for improvement.

**M-Measurable:** Goals should be measurable so that you have tangible evidence that you have accomplished your goal.

**A-Attainable:** Goals should be achievable; they should stretch you slightly so you feel challenged, but defined well enough so that you can achieve them. You must possess the appropriate knowledge, skills, and abilities needed to achieve the goal.

**R-Realistic:** Goals should state what results can realistically be achieved given available resources.

**T-Timely:** Goals should be linked to a timeframe that creates a practical sense of urgency or results in tension between the current reality and the vision of the goal.

**Appraisals:** Vice Chair applicants require 2 appraisals and 1 self-appraisal. Try to be objective when assessing your personal skills and abilities.

Appraisals can come from the following types of references:

- Advisor
- Peer (*Current MSC students are highly encouraged to select another MSC student*)
- Faculty
- Colleague or Mentor

**Interviews:** Interviews will be conducted between 5/6-6/22 (tentative). You will be contacted by the MSC CAMAC Chair regarding interview times. All interviews will take place over Zoom, a virtual meeting software. Attire will be business casual.

**General Required Responsibilities:**

- Maintain a 2.0 GPR or better throughout the school year.
- Wear your nametag and polo at meetings, events, etc. when required and asked.
- Take advantage of various conferences, trainings, and classes that help improve your leadership skills.
- Represent MSC CAMAC at all possible events and actively recruit members for MSC CAMAC and/or programs MSC CAMAC puts on.
- Keep communications open with your executive team for better planning and better team cooperation.
- Always think of efficient and effective ways to program.
- Attend ALL scheduled meetings (listed in the table on the next page).
- Encourage all members to actively participate not only in their designated subcommittee but with MSC CAMAC as a whole.

**Job Functions & Duties:**

- Assume all roles and responsibilities in the absence of the Chair.
- Make important decisions in collaboration with the Chair and Advisor for the

betterment of MSC CAMAC.

- Serve as an external affairs liaison, networking, establishing, and maintaining positive connections with other Texas A&M organizations.
- Meet on a weekly basis with the MSC CAMAC Chair and Advisor and serve as the voice for directors during said meetings.
- Coordinate one-on-one's with individual executive members.
- Assist the Chair in the coordination, selection and training of executives during transitions.
- Plan director socials.
- Attend all Hispanic Presidents' Council meetings with the Chair.
- Ensure stability, communication, organization and coherence between directors and Chair/Advisor and, above all, have the initiative to bring up and voice

concerns and/or comments affecting MSC CAMAC, its executives and/or its members.

- Other duties as assigned.

**Meeting Requirements:**

| Meeting Type                 | Meeting Description  | Recurrence |
|------------------------------|--|------------|
| Executive Team               | Discuss internal/external committee business and programs through executive area reports. Facilitate team building activities.                         | Weekly     |
| Quad with Chair and Advisors | Prepare for executive meeting and continuously assess executive team development.  | Weekly     |
|                              |  |            |
| Hispanic Presidents' Council | Serve as a voice for your committee as an umbrella organization and increase networking between the Latinx community and its respective organizations. | Monthly    |

Thank you again for your interest in applying to become the MSC CAMAC: A Latinx Programming Committee Vice Chair! If you have any questions involving the application or selections process, please contact the MSC CAMAC Chair at [camacchair@gmail.com](mailto:camacchair@gmail.com).