



EXECUTIVE DIRECTOR APPLICATION 2022-2023

Due Friday 6/23/2022 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 an MSC CAMAC Executive Director for 2021-2022. 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 June 23rd**. 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: Director 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 4/26-4/30 (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.
- Oversee planning, creation, proposals, and execution of MSC CAMAC programs and events.
- 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.
- Other assigned duties.

Job Functions & Duties:

- **Director of Finance**

- Record and maintain the committee budget.
- Assists Chair in maintaining and proposing the committee budget in the Spring semester.
- Represent MSC CAMAC at MSC Development Donor Events and Luncheons.
- Setup and keep track of membership dues for all members throughout the year.
 - Utilizing their subcommittee, actively fundraise for MSC CAMAC programs and administrative initiatives with opportunities such as a BBQ, booths at certain events, “co-fundraising”, concession stands, profit shares, etc.
- Responsible for organizing Fall Former Member Tailgate and other developmental events and/or initiatives to maintain and foster relationships with former “CAMACers.”
- Utilizing their subcommittee, establish and maintain a Former Member database to be used for communication and networking.

● **Director of Marketing**

- Responsible for the creative and consistent promotion of the MSC CAMAC brand through the creation/distribution of a committee newsletter, flyers and management of the MSC CAMAC website and social media accounts. ○ Design and order committee t-shirt and apparel items
- Collaboratively work with and assist subcommittees in preparing marketing timelines for all events.
- Incorporate all MSC CAMAC members in the process of advertising for all events.
- Keep active communication lines between all subcommittees for proper advertisement.
- Serve as CAMAC’s Historian and maintain a folder of pictures for all events/programs throughout the academic year.
- Utilizing their subcommittee, create/distribute committee flyers, create and utilize marketing timelines, design the committee t-shirt, and manage the MSC CAMAC website and social media accounts.

● **Co-Director of Student Development**

- Lead membership recruitment including the application and interview process.
- Responsible for managing the unique execution of General Committee Meetings (GCMs) and the Fall and Spring retreats.
- Assist with creating a supportive environment within the committee. ○ Work with their subcommittee to organize and carry out Study Days for members.
- Utilizing their subcommittee, develop and/or bring leadership developmental programs to establish a cohesive team (these can be done either during the General Committee Meetings (GCMs) or outside of the GCMs to allow for more communication between the members outside of MSC CAMAC).

- Utilizing their subcommittee, oversee and plan committee socials and service opportunities.
- Effectively maintain and/or continue MSC CAMAC's member requirement system manually or electronically.
- Send periodic emails with general information to all members.

● **Director of Cultural Programs**

- Plan and develop programs and experiences that share and highlight unique Latinx cultural occurrences for the entire campus.
- Prepare tier approval forms, evaluations, and necessary Maroonlink Forms (Metrics, Speaker Approval Forms, Co-programming Agreements, etc.). ○ Set up logistical arrangements for speakers and guests.
- Seek Co-Programming opportunities to alleviate the finances and help MSC CAMAC advertise its name.
- Utilizing their subcommittee members, ensure the submission of all necessary documents or forms for logistical needs including: food, room reservations, and equipment reservations.
- Utilizing their subcommittee members, coordinate print advertising, radio, television ads, arrange displays in kiosks, reserve banner space, and create multimedia presentations for committee programs when necessary.

● **Co-Director of Educational Programs**

- Plan and develop programs and experiences that educate and expose the campus community to the history, issues, and characteristics affecting and influencing Latinx communities locally, nationally, and globally.
- Prepare tier approval forms, evaluations, and necessary Maroonlink Forms (Metrics, Speaker Approval Forms, Co-programming Agreements, etc.). ○ Set up logistical arrangements for speakers and guests.
- Seek Co-Programming opportunities to alleviate the finances and help MSC CAMAC advertise its name.
- Organize Hispanic Heritage Month event(s) on behalf of MSC CAMAC.
 - Utilizing their subcommittee members, ensure the submission of all necessary documents or forms for room reservations, logistical needs, including: food, room reservations, and equipment reservations.
- Utilizing their subcommittee members, coordinate print advertising, radio, television ads, arrange displays in kiosks, reserve banner space, and create multimedia presentations for committee programs when necessary.

● **Co-Director of Retention Programs**

- Plan and develop programs and experiences that help students build a foundation to continue at Texas A&M as well as expand their network across campus and beyond.
- Select co-coordinators to coordinate logistics, hosts, and participants for the Mi Casa Es Su Casa Series throughout the year. In addition, plan and organize the Opening Ceremony in the Fall and Closing Ceremony in the Spring.
- Take lead in the development, planning, and organization of the Amig@s

Mentorship Program; including but not limited to the recruitment process, monthly workshops, and communication between mentors, mentees, and Academic Colegas.

- Prepare tier approval forms, evaluations, and necessary Maroonlink Forms (Metrics, Speaker Approval Forms, Co-programming Agreements, etc.).
- Utilizing their subcommittee, ensure the submission of all necessary documents or forms for logistical needs including: food, room reservations, and equipment reservations.

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
General Committee	Enhance member experience through presentations, developmental activities, and committee updates.	Biweekly

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