



2022-2023 Executive Aide Application

Dear applicant,

Executive aide assists the executives execute projects, tasks and initiatives. Aids are expected to attend meetings upon the request of the executives, schedule meetings, and events on behalf of the executives and attend all CU Student Government affiliated events. Additionally, aides are expected to execute follow up from Executive's meetings, perform research and data collection, draft memos and execute other miscellaneous tasks that assist the executives and executive branch

Qualifications for this position include but are not limited to: a passion and desire to serve fellow students, exceptional interpersonal skills such as communication, teamwork, facilitation and leadership, exceptional organizational skills and strong professionalism.

Applications will be received on a rolling admission, and you will be contacted by the tri-executives for additional interviewing if qualified. Please feel free to reach out to any of the executives with any questions or concerns.

ALL APPLICATIONS AND RESUMES SHOULD BE SENT TO:

president.hill@colorado.edu

president.nguyen@colorado.edu

president.nicklas@colorado.edu

| APPLICANT INFORMATION | | |
|---------------------------------------|--------------------|------|
| First Name | Last Name | Date |
| Phone Number | E-mail Address | |
| Year in School (starting in the Fall) | Major and Minor | GPA* |
| Dates available for interview | Preferred Pronouns | |

*= not required.

GENERAL QUESTIONS

1. Why you are interested in applying for this position?

2. What prior experience do you have that will contribute to this position?

3. Please explain your ideal working relationship with your executive:

Position Specific Questions

1. How would your passions contribute to your work in this position?

2. Identify a time you have facilitated and coordinated an event or group.

3. What other student groups or off-campus groups are you involved in?

DISCLAIMER AND SIGNATURE

I hereby certify that my answers are true and complete to the best of my knowledge.

| | |
|---|------|
| | |
| Signature (as it appears on this application) | Date |

Please submit your resume attached to application.