



# Student Government

UNIVERSITY OF COLORADO **BOULDER**

## 2023-24 Executive Aide Job Application

Dear applicant,

The Executive Aide helps the Executives execute projects, tasks, and initiatives through the following and more: attending meetings upon request and behalf of the Executives, scheduling meetings and events on behalf of the Executives, executing follow up from Executive’s meetings, research and data collection, drafting memos, attending campus events representing CUSG, and other tasks that help the 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, strong organizational skills, exceptional organizational skills, and strong professionalism and discretion. A comprehensive understanding of CU Student Government is preferred but not required.

There is a required writing sample on the final page of this application. Applications will be reviewed as they are received, and you will be contacted by the Tri-Executives for interviewing if qualified. Please feel free to reach out to any of the executives with any questions or concerns.

**COMPLETED APPLICATIONS AND RESUMES SHOULD BE SENT TO:**

**President.Aguijosa@colorado.edu President.Bretholtz@colorado.edu President.Cromwell@colorado.edu**

Applicant Information		
First Name		Last Name
Email Address		Are you planning to study abroad this spring? <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Sure
Dates Available for Interview (indicate virtual/in-person)		Pronouns
Year in School	Major & Minor	Phone Number
Signature		Date

CUSG supports and contributes to creating and sustaining a diverse, multicultural, socially just and inclusive campus climate by learning about, recognizing and honoring the diverse backgrounds, histories, identities and life experiences of all our students. We strongly encourage applicants of all backgrounds to apply. Please share any accommodation requests for interviews with this application email.

**Why are you interested in this position?**

**What prior experience do you have that prepares you for this position?**

**What do you bring to the work environment?**

**How do your passions contribute to this role and to CU Student Government?**

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

**Please also submit the writing sample on the next page.**

**Writing and problem-solving sample**

**Imagine you have been forwarded an email from a concerned student that reads as follows:**

Dear Tri-Executive,

Twice in the last week I have been nearly hit by a campus vehicle while walking on the mixed-use road in front of Cheyenne Arapaho Hall. Campus trucks and student vehicles drive far too fast on this road and it is incredibly dangerous! Who is responsible for managing this road and why does nobody care about student safety? What are you doing to fix this?

Best,

Chip

**In the space below, draft a professional response email to be sent in the Executive's name to the student addressing their concerns. You may make up any necessary details, but all content should be realistic and reasonably possible.**