

Hello Everyone!

The following is the application to be a part of the **Student Senate Jayhawk Leadership Education and Development (JayLEAD) Program**. The Purpose of the JayLEAD Program is to provide students at KU with the opportunity to participate in an internship program alongside the Executive Staff of the Student Senate. The interns shall work within the office of the Student Senate as aides in researching and drafting legislation, tackling student issues, exploring student concerns to be addressed by the Student Senate, participating in issue-driven task forces, helping to allocate an over \$24 million budget of student fees, and interacting directly with top administrators and student leaders on campus. Any student interested in this position is encouraged to complete an application. You will be notified if you advance to the interview stage. **Applications must be submitted by 5:00 pm on Friday, September 16<sup>th</sup> in the Student Senate Office.**

**The JayLEAD Program Description:**

The JayLEAD Program is designed to involve and familiarize students at KU with Student Senate, the university, and its governance units. The students chosen to participate in this program will help advance the work of the student body by working directly with the Executive Staff of the Student Senate. As a JayLEADER, you will provide an instrumental service to Student Senate by helping create solutions to issues facing your fellow students.

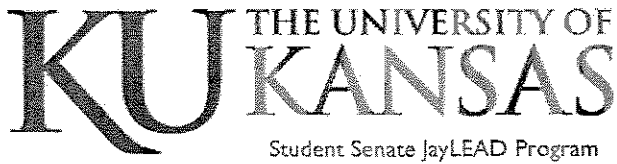
**JayLEADER Responsibilities:**

JayLEADers will gain first-hand experience with the legislative process and work closely with other JayLEADers and members of the senate to bring projects and initiatives to completion. All JayLEADers Are required to work in the Student Senate office weekly and attend regular JayLEADER meetings at a time that will be designed to fit all of our schedules.

**ALEK JOYCE**

Alek Joyce

JayLEAD Program Coordinator  
Student Senate Executive Secretary  
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## JayLEAD Program Application:

Please submit your answers to the following questions in an email to [senateexecsec@ku.edu](mailto:senateexecsec@ku.edu). In order to process these as efficiently as possible, please use the subject JAYLEAD in your email. Once we have looked at all of your applications, I will contact you the following Tuesday (September 20<sup>th</sup>) about your results. Thank you, again, for applying to the KU JayLEAD program:

1. Your Name
2. Your Year in School
3. Your Major(s)
4. Your GPA
5. Please list all leadership experience you have (resumes can be attached to the email as well)
6. List your hobbies, interests, and activities
7. Answer all of the following prompts:
  - a. What roles and responsibilities do you think Student Senate has on the KU campus?  
How do you think you can help Student Senate achieve these goals?
  - b. Please rank the top three executive staff positions (attached to this packet) that you would like to work alongside and tell us:
    - i. Why did you choose these positions?
    - ii. Why do you think you can do well working with these individuals?
  - c. Please list all times you are available during the week.



## Jay L.E.A.D. Application

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The **Student Body President** at the University of Kansas plays many roles throughout his or her term which can be distilled down into three main levels— Student Senate, University Community and External. All three roles are crucial to help students maintain a say in decisions which affect their years at the University of Kansas. In short, the Student Body President must communicate the needs of the student body to all that make policies that affect students— while also pursuing his or her own ideas and initiatives. The Student Body President works directly with the Chancellor, Provost, and the rest of the governance structure of the University to advance student issues and concerns.

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The **Student Body Vice President** serves as President of the Student Senate. The Vice President ensures that the Senate functions smoothly. This includes overseeing the Executive Staff's roles so that we operate consistently and efficiently. Also, the Vice President is involved in the legislative process from a piece of legislation's beginning until its end. The Vice President is responsible for assigned a piece of legislation to its respective standing committee or ad hoc committee. Then, she places approved legislation on the agenda for full Senate meetings. The Vice President as the leader of the internal governance wing of Student Senate provides oversight and direction for the advancement of student governance and interests through the legislative process.

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The **Student Senate Chief of Staff** is responsible for many facets of Senate. A large majority of the Chief of Staff's time is spent working with the Senate and the Executive Staff, assisting student groups with the Senate process and helping the Student Body President and Vice President accomplish the legislative agenda. The Chief of Staff serves as the chair of the Student Executive Committee (StudEx) which is responsible for setting the agenda of Senate meetings, acting as a compromise committee for the Student Senate Standing Committees, replacing Student Senators, watching attendance of University Boards and Committees and other matters pertinent to the functions of Senate.

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The **Student Senate Development Director** serves as the Chief Expansion Officer of the Student Senate. They are responsible for the creation and maintenance of an active alumni database, the planning and execution of various alumni events, serves as the fundraiser for the Student Senate and works advance and expand the role of Student Senate on campus. The Development Director also works to create new projects and help to manage new initiatives and programs of the Student Senate.

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The **Governmental Relations Director** leads the Student Legislative Awareness Board (SLAB). I am a liaison for the Executive staff, Student Executive Committee, and the Student Senate to the Lawrence City commission, the Kansas Board of Regents, the Kansas Legislature, and United States Congress. I relay pertinent information from these sources back to KU and the student body. The Governmental Relations Director's job has three main functions: increasing political education, promoting civic engagement and representing Student Senate to government officials.

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The **Graduate Affairs Director** is a new position in charge of representing the concerns and needs of graduate students at the University of Kansas. This position serves as chair of the Graduate Student Advisory Board (GSAB) and as the main liaison between the Office of Graduate Studies, Student Senate, and graduate students across the campus. The Graduate Affairs Director is in charge of advancing programs and passing legislation that will contribute to the success of our graduate students across campus.

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The **Outreach Director** is responsible for managing the Student Senate outreach plan to ensure that the Student Senators are effectively representing the interests of the student body and the over 600 registered student groups on campus. Further, the Outreach Director manages the Student Senate Advertising Program which allows registered student organizations to apply to receive free advertisements for their events and meetings in the University Daily Kansan, KJHK, and the KU on Wheels bus system.

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The **Executive Secretary's** role has five main parts: minutes, legislation, office organization, attendance (including clickers), and coordinating the Jayhawk Leadership Education and Development program (Jay L.E.A.D.). The Executive Secretary is also responsible for helping uphold an orderly Senate office. The Executive Secretary will keep a calendar available in the senate office depicting senate events and update the bulletin board with other Senate activities. The Executive Secretary is responsible for monitoring the senator's committee attendance, office hour attendance, and their attendance at the Senate meetings. If members of Student Senate have any questions about past years' legislation, records, minutes, or issues, the Executive Secretary is the person to contact!

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The **Directors for the Center for Community Outreach** serve as the Chief Volunteerism Officers of the Student Senate. They direct the programs of the ever expanding clearinghouse of student service in the CCO. They work with campus and community organizations to provide opportunities for volunteerism throughout Lawrence. The CCO is comprised of 14 program units and is constantly working to expand their work to include even more students and programs in the opportunity to give back and serve your community.

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