



MSC Leland T. and Jessie W. Jordan Institute for International Awareness

EXECUTIVE TEAM APPLICATION

DUE 5 PM, Friday, April 8, 2022

Please type.

Name	Last Name	First Name	Email Address
Local Address	Street	City, State	Zip Code
Permanent Address	Street	City, State	Zip Code
Personal Details	Date of Birth	Phone	No. of semester hours taking?
Academic Details	Major	GPR at least 2.25? Yes or No	Classification/UIN

The MSC L.T. JORDAN INSTITUTE is a diverse committee dedicated to facilitating the awareness of international cultures to both the campus and the community. **Every executive is expected to support and contribute to the Jordan Institute's programs in addition to their own subcommittee work. Every executive is expected to attend and participate in the executive meetings held weekly, Mondays at 7:40PM (subject to change) in the Memorial Student Center Student Programs Office. Please note that if you are accepted as an executive, you are expected to attend the MSC Unity Breakfast on April 23, 2022.**

If you have any other questions, please e-mail the Jordan Chair at ji-chair@msc.tamu.edu. For more information about executive duties, please see the next page.

Please type your answers to the following questions on a separate sheet(s) of paper and attach it to the first page of this application. Ensure your name is on all attached sheets. Please also attach a current résumé with your application.

1. Why do you want this position?
2. What personal qualities allow you to contribute to the committee's strength and development?
3. How do you feel the MSC L.T. Jordan Institute can help you to develop as an individual?
4. Goals Statement: Outline at least three program goals (at least one short term and long term goal) which you hope to accomplish as an Executive. Explain how you plan to accomplish these goals **in no more than 1,000 words** and how each fit with the mission of the MSC L.T. Jordan Institute and your role specifically. List the goals and elaborate with bullets underneath each section. Consider using the S.M.A.R.T. frames.

IMPORTANT: Executive applications are to be emailed to the chair

Make sure your MSC personal data and release forms are attached. TO ACCESS PERSONAL DATA SHEETS, GO TO <http://www.msc.tamu.edu/spo/apply/>, follow the link on step 2, fill out the form, and print the resulting sheet. Only one personal data sheet needs to be turned in with the application.

*****If selected, you are required to attend the executive transitions retreat (to be announced), the fall executive retreat, the general committee fall and spring retreats, the GCM meetings, and the subcommittee meetings, among other requirements. *****

Please rank only 2 of the following positions sought after in order of preference (parentheses infer the number of executives per position):

____ Fellows (1) ____ ILAP (1) ____ On-Campus Programming (2) ____ Overseas Loan Fund (1) ____ Social Media (1)
____ Graphic Design (1) ____ ISP (1) ____ IEO (1) ____ Development (1) ____ Student Development (1)

Would you like to be considered for the Vice-Chair position? ____ Yes ____ No

THANK YOU FOR APPLYING!

MSC L.T. Jordan Institute Executive Team Position Descriptions

The **International Service Program (ISP)** occurs in Belize and Costa Rica. The program is primarily for graduate students in medical or ecological fields or other relevant studies. Duties of the ISP Executive include (but are not limited to):

- Developing the program further by meeting with faculty
- Marketing the program to prospective applicants
- Reviewing applications, conducting interviews, and selecting participants
- Planning the spring workshops for participants
- Proposing and evaluating programs at PAT and fulfilling other MSC requirements
- Completing International Subcommittee responsibilities
- Incorporating and training general committee members as future executives

The **MSC Jordan Fellows Program** is the Jordan Institute's oldest program. It provides highly qualified undergraduate and graduate students with grant monies up to \$2000 for an international research experience. The executive of this program will work with people from a variety of academic areas and committees in coordinating the many aspects of this program. Duties of the Fellows Executive include (but are not limited to):

- Marketing the program to prospective applicants through posters, emails, presentations, etc.
- Reviewing applications, conducting interviews, and selecting participants
- Planning and hosting the annual Jordan Fellows Banquet in the spring
- Assisting the Fellows in planning their required post-trip public presentations
- Expanding the Undergraduate Research Fellows Program
- Proposing and evaluating programs at PAT and fulfilling other MSC requirements
- Completing International Subcommittee responsibilities
- Incorporating and training general committee members as future executives

The **Internship and Living Abroad Program (ILAP)** is one of Jordan's most successful programs. Each summer, the Jordan Institute sends students to Chile, China, England, Singapore, and Spain. Duties of the ILAP Executive include (but are not limited to):

- Marketing the program to prospective applicants
- Reviewing applications, conducting interviews, and selecting participants
- Reviewing applications and selecting Country Directors
- Coordinating the preparation process for participants with the Country Directors
- Communicating the logistics to participants
- Proposing and evaluating programs at PAT and other MSC requirements
- Planning for the future expansion of the ILAP program
- Completing International Subcommittee responsibilities
- Incorporating and training general committee members as future executives

The **On-Campus Programming** executives are charged with planning on-campus programs that fit the Jordan mission statement. The programs provided on campus are an important part of Jordan's mission; therefore, we strive to develop programs of high quality that will engage a significant part of the student body and surrounding community. Duties of the On-Campus Programming Executive include (but are not limited to):

- Creation of new programming ideas
- Proposing new programs to PCAT/PAT
- Coordinating the necessary elements for successful programs
 - Booking locations for programs
 - Completing necessary paperwork in a timely manner
 - Proposing co-programming agreements
 - Assisting in marketing efforts
 - Communicating with speakers, professors, etc.
- Evaluating programs
- Completing On-Campus Subcommittee responsibilities
- Incorporating and training general committee members as future executives

The **International Educational Outreach (IEO)** program is an exciting program that provides information about other cultures to students in the Bryan and College Station school districts and other members of the community. Members involved with this program work with teachers, school staff, and other individuals to plan events, coordinate with various international performance groups on campus, and attend the events to ensure their success. Teachers may request a presentation on a specific country or international issue. This education- and performance-based program highlights a variety of cultures and presents information about different ideas and customs from around the world in a way that children or community members can understand. Duties of the IEO Executive include (but are not limited to):

- Working with teachers, school staff, or other individuals to schedule events

- Developing a lesson plan and presentation for each program by finding and coordinating with international students or groups to represent their home countries and by delegating research to Jordan members
- Supervising events in the schools
- Collecting items relevant to presentations
- Engaging visitors by organizing and directing tours of the Jordan Collection Room
- Working with children and community members to encourage understanding of different cultures
- Marketing the program to schools and organizations in the Bryan/College Station area
- Completing On-Campus Subcommittee responsibilities
- Incorporating and training general committee members as future executives

The **Development** executive is charged with building relationships with donors and finding funds to allow Jordan to support certain programs, such as Fellows and large on-campus programs. This is one of Jordan's key need areas, and the executive of this position will play a major role in determining Jordan's role in the future. Duties of the Development Executive include (but are not limited to):

- Finding and meeting with potential donors
- Writing grants for Jordan programs to submit to foundations
- Working with MSC Business Associates to procure long-term financial gifts
- Developing an annual newsletter to be sent to current and former organization members and other contacts
- Attending MSC tailgates and development luncheons or preparing a Jordan representative to attend these
 - Developing required presentational materials for these events
- Completing Support Subcommittee responsibilities
- Incorporating and training general committee members as future executives

The **Student Development** executive provides for the social and developmental success of the organization's members. Duties of the Student Development Executive include (but are not limited to):

- Creating two general committee retreats and recurring socials
- Ensuring GCM involvement by monitoring attendance at events
- Coordinating GCM meetings, contacting speakers, and emailing out articles to read
- Providing for professional development opportunities for all members
- Completing Support Subcommittee responsibilities
- Incorporating and training general committee members as future executives

The **Marketing and Graphic Design** executive will be responsible for advertising the programs of the Jordan Institute to the Texas A&M campus and surrounding community. Both our on-campus and travel programs benefit from effective marketing and it is important that our organization target certain eligible groups within the student body and enhance a general recognition for all the opportunities that are available to students through the Jordan Institute. Duties of the Graphic Design Executive include (but are not limited to):

- Brainstorming effective marketing strategies for on-campus, travel, and community programs
- Creating timetables and implementation plans for the marketing campaigns
- Producing the advertising materials of the organization, including flyers, posters, banners, bulk email, and screensavers for both on-campus and travel programs
- Communicating and collaborating with marketing teams from other organizations for effective marketing campaigns in co-programs
- Completing Support Subcommittee responsibilities
- Incorporating and training general committee members as future executives

The **Marketing and Social Media** executive is responsible for advertising the programs of the Jordan Institute to the Texas A&M campus and surrounding community. Both our on-campus and travel programs benefit from effective marketing and it is important that our organization target certain eligible groups within the student body and enhance a general recognition for all the opportunities that are available to students through the Jordan Institute. Duties of the Marketing and Social Media Executive include (but are not limited to):

- Prepares and sends out mass communication such as bulkmail, screen advertisements, etc.
- Maintaining the Facebook and Instagram page
- Documenting (pictures, video, etc.) events and programs hosted by the organization
- Completing Support Subcommittee responsibilities
- Incorporating and training general committee members as future executives

The **Overseas Loan Fund** Executive is responsible for maintaining the Memorial Student Center Overseas Loan Fund, which enables individuals with significant financial need an equal opportunity towards global education. Duties of the Overseas Loan Fund Executive will include (but are not limited to):

- Working with staff entities in Study Abroad and Financial Aid toward the promotion and enhancement of the Overseas Loan Fund
- Reviewing applications, scheduling and conducting interviews, and selecting funding recipients
- Completing Support Subcommittee responsibilities

- Incorporating and training general committee members as future executives