About The SOURCE

Join The SOURCE team, where student organizations are kind of our thing! The SOURCE is dedicated to three core principles, our ABCs: we advocate for effective policies, open dialogue, and genuine engagement on behalf of student organizations; we build a strong community of student organizations by developing dynamic leaders, providing practical and accessible resources and facilitating widespread and relevant communication; finally, we connect students to involvement opportunities and foster collaboration among student organizations.

The Source Board of Governors positions:
- Director of Communications
- Director of Creative Consults
- Director of Finance
- Director of New Organizations & Initiatives
- Director of Partnership & Engagement

Required Qualifications:
- Must have at least a 2.5 GPA or higher
- Must be in good disciplinary standing with The University of Alabama
- Must submit an application for consideration online via mySOURCE
- Willing to accept a challenge and step out of comfort zone
- Strong Interpersonal Skills

Source Board Responsibilities
- Work 10 hours a week in the Office of Student Involvement (This may not include outside events)
- Attend one hour weekly meeting scheduled with advisor
- Assist with the execution all Office of Student Involvement signature events
- Coordinate assessment and planning initiatives of the SOURCE in the interest of understanding the needs of student organizations
- Oversees the implementation of effective collaborative efforts of the SOURCE and their outreach to other large scale campus groups, departments, and community partners (i.e.- SGA, Community Service Team, Greek Councils, Honors College, Campus Departments, Community Organizations/ Businesses, etc.) through programs, initiatives, and representation on various campus committees
Below is a list of general responsibilities associated with each position:

**Director of New Organizations & Initiatives**
- Responsible for generating knowledge of resources provided by the Office of Student Involvement to new student organizations
- Assist with the process of approval for new student organizations
- Implement and create training workshops and/or packet for new organizations that highlights useful services
- Co-Chair the SOURCE Awards (SAL Awards) creation and selection process
- Organizes the new officer reception/training experience for newly elected officers at the end of the Fall and Spring Semesters

**Director of Partnership and Engagement**
- Independently coordinates, plans, and initiates Spring Get on Board Day as well as assist with planning and day of implementation of Fall Get On Board Day
- Create initiate and implement training, recognition/appreciation, and support programs for Organization Advisors and current officers
- Assists with the coordination and planning of the Profiles in Service and Leadership Banquet
- Executes and develops Transition training workshops for organization officers, as well as Leadership Workshops and resources
- Coordinates with the Director of Finance to distribute and implement the SOURCE Collaborative Grant

**Director of Communications**
- Coordinates the marketing and branding plan for all large-scale SOURCE events and initiatives
- Oversees website development for The SOURCE (No experience necessary)
- Plans and executes a monthly outreach, which highlights services of the SOURCE, as well as features important campus news and events pertinent to student organizations (could include a newsletter, tabling, promo events, etc.)
- Oversees SOURCE discussions with media outlets and coordinates all SOURCE marketing efforts (Ferg tabling, video announcements, etc.). Use video or new forms of media to get information out to students
- Oversees management of the SOURCE, Instagram, Twitter, and Facebook accounts

**Director of Creative Consults**
- Creates visually stimulating media products including, but not limited to posters, display cases, bulletin boards, and CW advertisements
- Oversees the SOURCE PR Firm, Creative Consults, which provides branding and design products via a consultation process to our student organizations.
- Also assist with execution of logo and branding designs for members of The SOURCE Directors team.
- Oversee the firm management, scheduling of consultations, and marketing of the service to student organizations.
- Works directly with the Director of Communications to create visually appealing products for students, as well as to launch any SOURCE based programs or initiatives via creative PR campaigns.

**Director of Finance**
- Sits on the FAC Board and oversees the appointment of SOURCE team members to the FAC and conducts financial training workshop called Foresight, along with SGA Representatives to ensure the proper dissemination of information regarding the FAC process
- Assists in the development of new policies and procedures pertaining to SOURCE resources as it relates to financial commitments
- Generates knowledge regarding campus procedures for fundraising, selling, or donations on campus and to student organizations
- Coordinates the implementation and development of the SOURCE Collaborative Grant Program
- Develops partnership in community to enhance off campus abilities for student organizations
**Benefits to Source Directors**

- Significant Leadership Experience and training
- Opportunity to develop professional and personal relationships with faculty, staff, and students
- Monthly stipend based on performance
- An office space on the 3rd floor of the Ferguson Center

**Selection Process:**

All interested, qualified students should complete this application on MySource by the deadline of **Monday, March 21st, 2016**. Upon receipt of applications, the following schedule will apply:

<table>
<thead>
<tr>
<th>What to do</th>
<th>When</th>
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<tbody>
<tr>
<td>Group Interviews, Source Space</td>
<td>→ Friday, March 25th 5pm</td>
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<tr>
<td>Call backs for Individual Interviews</td>
<td>→ Monday, March 28th</td>
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<tr>
<td>Individual Interviews, Source Conference Room</td>
<td>→ Tuesday-Friday, March 29th - April 1</td>
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<tr>
<td>New Source Directors Announcement</td>
<td>→ Tuesday, April 5th</td>
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<tr>
<td>Source Mini Retreat</td>
<td>→ Wednesday, April 20th 5-8PM</td>
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**Attendance at the Group Interviews is required. If you are unable to attend, please notify a Student Involvement staff member before March 11th.**

**Suggested interview Attire:**

Business Casual, skirts and slacks

*Please remember your outfit has little bearing and is not the focus of the interview; however you are expected to dress professionally. Please spend more time on what you are going to say rather than what you are going to wear*

**Mandatory Dates 2016-2017**

*Before submitting your application, please check your calendars to ensure that you do not have any prior conflicts. If there are conflicts, please list reasons in the comment section. You are required to schedule your 10 weekly office hours during normal Office of Student Involvement hours (8am-5pm)*

**FALL 2016**

- **Source Board/Involvement Genius Joint Retreat**
  - Friday, August 12th – Saturday, August 13th

- **Week of Welcome**
  - (Commitment times will vary during this week; additional details will be provided over the summer)
  - Sunday, August 14th – Friday, August 19th

- **Fall Source Officers Academy**
  - Saturday, August 20th

- **Fall Get on Board Day**
  - Thursday, August 25th

- **Organization Takeover**
  - Wednesday, August 30th – Thursday, August 31st

**Spring 2017**

- **Spring Get on Board Day**
  - Wednesday, January 18th and 19th

- **Spring Officers Academy**
  - Sunday, January 22nd 5-7pm

- **SAL Awards**
  - Tuesday, April 11th

- **Transition 101 Workshop**
  - Wednesday, April 12th-14th