

**Working Class Student Union**  
***Fall 2009 Hiring Application***

The Working Class Student Union (WCSU) was founded in October 2007 as a registered student organization at UW-Madison that is committed to raising awareness about issues facing working class students and first-generation college students. WCSU's leadership team is made up of four officers—President, Vice President, Finance Secretary, and Communication Secretary. The officers are advised by an Executive Board made up of dedicated volunteers and interns who perform specific tasks for the organization, such as the Historian and Research Assistant. For more information on the organization, please visit <http://uwwcsu.org/>.

Applicants must be able to work approximately 15-20 hours per week throughout the school year. Each position pays \$9.19/hour.

***Applications are due no later than 5 PM on Wednesday, April 22.***

**Application Instructions:**

1. This application contains a set of General Questions, in addition to a set of questions for both the Finance Secretary and the Communication Secretary. You *must* fill out the General Questions and the set of questions specific to the position you are applying for.
2. On the first page of your application, please put:
  1. Your name,
  2. Student ID number,
  3. Phone number,
  4. E-mail address,
  5. Major(s) and certificate(s)
  6. Position applying for, and
  7. Where you heard about the job opening.
  8. Please also supply the names, titles, and contact information for two (non-family) references.
3. Beginning on the second page, you may respond to the general and position-specific questions, using as many pages as necessary.
4. Please put your student ID number on every page of your application. To ensure a fair hiring process, please *do not* put any other identifying information (i.e. your name) on your application with the exception of the first page.
5. Turn your application into the Working Class Student Union office or mailbox. Our office is located in Room #3153 of the Student Activity Center (333 E. Campus Mall). Our mailbox is located on the very bottom, left corner of the mailbox section on the 3<sup>rd</sup> floor of the Student Activity Center.
6. If you have questions regarding your application, please e-mail Chynna Haas, WCSU President, at [wcsu.president@gmail.com](mailto:wcsu.president@gmail.com)

**General Questions:**

1. WCSU's leadership terms last from July 1 through June 30, in accordance with the fiscal year. Are you able to begin training on or before July 1, 2009? Are you able to remain employed with WCSU until June 30, 2010? (please indicate if you are graduating in May 2010)

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2. Please attach your resume and elaborate on those skills you have developed which may be relevant to a position with the Working Class Student Union.
3. What do you feel are the unique needs facing first-generation college students at UW-Madison? How would you address these needs as a WCSU officer?
4. What do you feel are the unique needs facing working class students at UW-Madison? How would you address these needs as a WCSU officer?
5. How do you define class-consciousness? What are ways one can become class-conscious?
6. Please give an example of a class-based stereotype and how WCSU can actively combat it.
7. What is classism? What ways is it present on UW-Madison's campus?

**Communication Secretary:**

***Job Description***

- Coordinates with the Working Class Student Union Assembly Officers about publicity.
- Coordinates history of past work for institutional memory.
- Maintains the WCSUA publicity materials, including the website, news publications and campus outreach.
- Writes and contacts all media outlets when needed during campaigns.
- Shall work with the WCSUA Officers to assemble the agendas, minutes and other items as needed by the WCSUA.
- Will receive agenda item requests and meet with the Chair to distinguish what will go on the agenda.
- As appropriate, serves as the primary contact person for WCSU to the media, for campus events/committees, and as otherwise requested.
- Required to hold weekly office hours at the WCSU office or other agreed upon and posted location.
- Attends weekly officer meeting(s) to ensure communication and collaboration.
- Prepares all necessary press releases for WCSU campaigns.
- Chairs the Communication Taskforce.
- Attends all Committee meetings as necessary, particularly those of the Activism Committee.
- Coordinates all media contacts, campaigns, and releases.

***Application Questions***

1. Please detail your communication experience. (The submittal of writing samples is optional. If submitted, please focus on pieces like press releases, columns, blog posts, relevant course writing, etc.)

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2. Do you have journalism/media experience? If so, please detail what kind of media experience and how this would contribute to WCSU and the Communication Secretary position.
3. What communication skills do you possess? (This can include, but is not limited to, writing, computer, design, etc.)
4. Please detail your research ability. (This can include data gathering, or things like interviewing skills.)
5. How do you plan on cultivating friendly relationships with media outlets?

**Finance Secretary:**

***Job Description***

- Prepares and presents SSFC Budget Requests, End of Year Reports, and Eligibility Applications to SSFC, with input from all staff.
- Oversees and reviews all WCSU operational policies, documents, and outreach efforts to ensure compliance with SSFC, UW-Madison, Wisconsin, and Federal laws.
- Educates staff about financial procedures (so that everyone understands how our budget operates, how we pay for expenses, etc.).
- Works with coordinators to stay within budget while efficiently and effectively using funds while expending all funds responsibly.
- Works with the SSFC Financial Specialist to pay all bills in a timely and efficient manner, through use of blanket orders and specific requisitions.
- Prepares all eligibility and budget applications, documents, and spreadsheets as required from the funding source.
- Works to solicit in-kind donations from community organizations and unions.
- Is a trained and authorized signer for financial matters.
- Required to hold weekly office hours at the WCSU office or other agreed upon and posted location.
- Attends weekly officer meeting(s) to ensure communication and collaboration.
- Represents WCSU at all required funding meetings and hearings.
- Works with WCSU officers, advisors, committee chairs, and members to prepare the budget and distribute funds appropriately.
- Maintains in house accounting system.
- Gathers statistics necessary for fiscal accountability: calls for referrals, advocacy meetings, attendance numbers of all WCSU events, number of volunteers, etc.
- Manages the payroll system and the bank account at the UW Credit Union.
- Collects, processes, and submits coordinators' timesheets on a biweekly basis.
- Orders and purchases office supplies as necessary.

***Application Questions***

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1. Are you comfortable with managing a large budget and completing tasks that are administrative in nature? Do you have any experience with budgets (planning, implementing, and updating) or any related areas?
2. This position involves processing a fair amount of paperwork and keeping records for accountability reports and future WCSU use. Please describe your organizational skills and how you would apply them to this position.
3. The Finance Secretary is responsible for giving an eligibility presentation and a budget presentation before SSFC. You will be creating presentations of prioritized information under a firmly-enforced time limit. Do you have any relevant experience?
4. Do you have any experience fundraising? What fundraising could you do with no seed money? What fundraising could you do with \$100 seed money?
5. WCSU has a rather substantial budget which carries an amount of flexibility. This flexibility can lead to reluctance to spend due to potential of unforeseeable (but viable) alternatives. How will you motivate WCSU's leadership to make timely plans for responsibly spending funds to avoid a necessary spending spree at the end of the fiscal year?
6. WCSU is funded through the Associated Student's of Madison's GSSF funding stream. Are you currently familiar with GSSF funding rules and regulations? If so, how? If not, what is your plan for familiarizing yourself with these rules?