



American Public Health Association
Student Assembly

Dear Students:

Are you looking for an opportunity to meet and network with other passionate public health students, use and enhance your leadership skills, and contribute to the APHA Student Assembly? If so, we want YOU! The APHA Student Assembly is currently recruiting to fill 3 Chair/Co-Chair Positions including: **Advancement (1), Diversity (1),** and **Mentoring (1)**. Each position affords the opportunity to take on a significant leadership role with the Student Assembly.

To apply for any of these positions, you must be a student, a current member of APHA and the Student Assembly, and willing to commit approximately 10-20 hours per month to the position for 1 year.

Please see review these opportunities in brief below and the full job descriptions pasted at the end of this document.

If you are interested in applying for any of these positions, please complete the attached application and submit it, along with your CV (in **Word Document format, NO PDFs!!!), January 16th, 2012 to nominations@aphastudents.org.

Please be sure to indicate to which position you are applying.

Please note, failure to observe application guidelines, including **Word Format CV and **< 250 Personal Statement** will result in exclusion from consideration.

**Applications for these positions must be submitted by January 16th, 2012 at 5:00 PM EST.

**Please see attached complete job descriptions below.

Advancement Committee Co-Chair has the opportunity to:

- To coordinate the student section liaison program which aims to connect students
- Advertisements and recruitment measures for new section liaisons
- Monthly conference calls with section liaisons
- Maintain Google Spreadsheet of section liaisons
- Maintain the Advancement Committee web pages by ensuring links are all active and adding information as needed
- Fulfill other responsibilities as detailed in the Advancement job description online at <http://www.apha.org/membergroups/students/committees/>

Diversity Committee Co-Chair has the opportunity to:

- Recruitment and maintenance of a diverse APHA-SA student membership and development and implementation of programs, initiatives and activities that address the multicultural competencies needed by future public health professionals
- Write periodic articles for the APHA-SA newsletter (minimum of 1 per year)
- Answer inquiries about committee as needed
- Draft a budget for upcoming year
- Fulfill other responsibilities as detailed in the Diversity job description online at <http://www.apha.org/membergroups/students/committees/>

Mentoring Committee Co-Chair has the opportunity to:

- Review NMP applications and match mentors with mentees based on the program criteria in conjunction with the Match Facilitators
- Schedule, attend, and oversee conference calls with APHA-SA Board members, Mentoring Committee, and/or NMP Web Designer/Consultant or APHA Graphics Design Team
- Create and implement marketing strategies to enhance recruitment efforts for the NMP with assistance from the Public Relations Coordinator, Web Coordinator, APHA-SA Board members, and NMP Web Designer/Consultant or APHA Graphics Design Team
- Oversee and guide the continued enhancement and maintenance of the NMP
- Fulfill other responsibilities as detailed in the Mentoring job description online at <http://www.apha.org/membergroups/students/committees/>

Again, if you are interested in applying for any of these positions, please complete the attached application (250 Word Limit**) and submit it, along with your CV (**Word Format**) by January 16th, 2012 to nominations@aphastudents.org. Please be sure to indicate to which position you are applying. Please see the complete job descriptions below.

ADVANCEMENT COMMITTEE CO-CHAIR
JOB DESCRIPTION

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| TITLE: | Advancement Committee Co-Chair |
| ORGANIZATION: | American Public Health Association – Student Assembly |
| EXEC BOARD LIASONS: | APHA-SA Secretary-Elect |
| OVERALL RESPONSIBILITY: | Prepare Weekly Opportunity Documents for Students that give information on the following Research Opportunities Fellowships Jobs Conferences |
| KEY ACTIVITIES: | <ul style="list-style-type: none"> • Maintain the Advancement Committee web pages by ensuring links are all active and adding information as needed. • Help disseminate information regarding APHA-SA activities to the APHA-SA General Body via social media (ie: Twitter, Linked In, Facebook, etc.) • Draft a budget for upcoming year • Place advertisement in annual meeting supplements • Participate in monthly APHA-SA Board meetings • Generate monthly Advancement Committee Board Reports |
| CONSULTS WITH: | All members of the APHA-SA Board Committee Chairs Fran Atkinson |
| TERM OF POSITION: | 12 months |
| QUALIFICATIONS: | Organizational skills Networking skills Communication skills Creative Supportive Ability to commit 3-5 hours a week to APHA-SA |

DIVERSITY COMMITTEE CO-CHAIR
JOB DESCRIPTION

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| TITLE: | Diversity Committee Co-Chair |
| ORGANIZATION: | American Public Health Association – Student Assembly |
| EXEC BOARD LIASONS: | APHA-SA Chair - Elect |
| OVERALL RESPONSIBILITY: | Recruitment and maintenance of a diverse APHA-SA student membership and development and implementation of programs, initiatives and activities that address the multicultural competencies needed by future public health professionals. |
| KEY ACTIVITIES: | <ul style="list-style-type: none"> • Write periodic articles for the APHA-SA newsletter (minimum of 1 per year) • Answer inquires about committee as needed • Draft a budget for upcoming year • Place advertisement in annual meeting supplements • Participate in monthly APHA-SA Board meetings • Generate monthly Diversity Committee Board Reports • Generate monthly Diversity Committee Meeting Summaries • Produce diversity related fact sheets • Development of new initiatives and activities addressing diversity in the APHA Student Assembly and in public health |
| CONSULTS WITH: | All members of the APHA-SA Board Committee Chairs and Diversity Committee Co-chair |
| TERM OF POSITION: | 12 months |
| QUALIFICATIONS: | Organizational skills Networking skills Communication skills Creative Supportive Ability to commit 3-5 hours a week to APHA-SA |

MENTORING COMMITTEE CO-CHAIR
JOB DESCRIPTION

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| TITLE: | Mentoring Committee Co-Chair |
| ORGANIZATION: | American Public Health Association - Student Assembly |
| EXEC BOARD LIASONS: | APHA-SA Chair |
| OVERALL RESPONSIBILITY: | To continuously maintain and enhance the National Public Health Mentoring Program (NMP) through recruitment of potential participants, marketing, and implementation of creative project-oriented efforts. |
| KEY ACTIVITIES: | <ul style="list-style-type: none"> • Review NMP applications and match mentors with mentees based on the program criteria in conjunction with the Match Facilitators • Schedule, attend, and oversee conference calls with APHA-SA Board members, Mentoring Committee, and/or NMP Web Designer/Consultant or APHA Graphics Design Team • Create and implement marketing strategies to enhance recruitment efforts for the NMP with assistance from the Public Relations Coordinator, Web Coordinator, APHA-SA Board members, and NMP Web Designer/Consultant or APHA Graphics Design Team • Oversee and guide the continued enhancement and maintenance of the NMP • Ameliorate any issues that arise with the NMP • Attend and participate in monthly conference calls with APHA-SA Board, between the Mentoring Committee and the APHA-SA President, and with the Mentoring Committee members • Compose and submit monthly Mentoring Committee reports • Compose and submit an annual budget to the APHA-SA Board for the upcoming year • Create APHA annual meeting supplements • Attend and participate in APHA-SA Board retreat and/or annual meeting (optional under extenuating circumstances) |
| CONSULTS WITH: | APHA-SA Board Members and Committee Chairs Frances Atkinson (APHA Director of Component Affairs) Violet Hohman (APHA Director of Information Technology) Katie (APHA Consultant/Programmer) |
| TERM OF POSITION: | 12 months |

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| QUALIFICATIONS: | Computer Skills (i.e., experience with Microsoft Excel, Word, Publisher, etc.) Organization skills Networking skills Communication skills Creativity Teambuilding skills Ability to commit 5 hr/wk or more depending on the committee's workload |
| NECESSARY TOOLS: | Internet access on a daily basis (i.e., must be able to check and respond to emails on a daily basis) Computer applications (i.e., Microsoft Office 2007 or later versions, software with abilities to create marketing materials such as fliers, posters, brochures, etc.) |