Application for Administrative Ombudsperson

For the Academic Year 2017-2018

**Position Description:** *The Administrative Ombudsperson is responsible for working with Wartburg administration members, residential life, financial aid services, sustainability, and all other student services. They serve as a student member of the Student Life Institutional Committee and Energy and Environmental Sustainability Initiative. The Administrative Ombudsperson is also responsible for advising the Student Relations Committee and overseeing the hall councils. These position-specific duties are accompanied by general Executive Team duties such as keeping office hours, attending Student Senate meetings, and attending Executive Team meetings.*

***Minimum requirements:***

In order to be considered for these positions, you must:

1. have a cumulative grade point average of at least 2.250
2. have been enrolled at Wartburg College during the last academic term
3. attend Wartburg College for both the Fall and Winter Term of your term in office

***Materials:***

1. Please submit the following application electronically by **11:59 p.m. on Friday, March 23rd** to joshua.voigt@wartburg.edu

2.  Also include a letter of recommendation from a Wartburg faculty or staff member of your choice. It should be campus mailed to Joshua Voigt, Box #0401 or emailed to [joshua.voigt@wartburg.edu](mailto:tyler.vogel@wartburg.edu) by **Friday, March 23rd**.

1. Please list your name, year, major, and prior Senate experience.
2. Mention any and all relevant involvement with organizations at Wartburg (first-years may refer to Senior year of high school).
3. To what degree do you believe it is necessary for all leaders to be held accountable for their actions? How will you ensure the accountability of both yourself and the other Exec members?
4. As an executive member, you will be answerable for Senators. Talk about how you view this relationship.
5. As Administrative Ombudsperson, you will be expected to advise the Student Relations Committee. What skills do you possess that will allow you to lead engaging, informative, and productive meetings?
6. In this position you will also be responsible for overseeing hall improvement projects. In the unfortunate situation where hall chairs aren’t coming up with proposals for improvement projects, what would you do to ensure they get done?
7. What new projects or goals do you plan to pursue for this position next year?
8. How do you deal with conflict in a professional setting? How well do you comment on “uncomfortable” issues?
9. How do you see yourself balancing your academics and other co-curricular involvement to ensure you have the time to dedicate to this position?
10. Is it important for Exec members to fulfill their office hours? Why?
11. If you could wave a magic wand, what big ideas would happen? (For Senate, for the student body, for anything in Wartburg’s community.)
12. Is there anything else that you would like us to know that you may not have had the opportunity to say?