

2018-2019 A-State Non-Traditional Student Organization Application

Completed Application Deadline: Monday, April 23, by 5pm
Multicultural Center, Suite 3003, 3rd floor of Reng Student Union

Non-Traditional Student Organization

The A-State Non-Traditional Student Organization (NTSO) advocates and supports the success of non-traditional students on the A-State Jonesboro campus. This support is both academic and communal and creates a better connection between the non-traditional students and Arkansas State University.

Non-Traditional Students covers a variety of students. These students can include:

- Those who did not enter college immediately after high school
- Those with a GED instead of a high school diploma
- Those who are married
- Those who have children or dependents
- Those who work full time in addition to college responsibilities
- Those who commute more than 30 miles to campus
- Those who are veterans

However, you do not have to be non-traditional student to be a part of this organization. Students that are interested in supporting this group of students and learning more about them are welcome to join!

Duties and Responsibilities of the NTSO

The NTSO is an academic and communal support system for non-traditional students on the A-State campus. NTSO is also serves as a positive representation of A-State and the diversity that we have here. As such, the NTSO is responsible for:

- Educating the campus and community about non-traditional students
- Provide support for fellow non-traditional students
- Increase awareness, promote inclusiveness, and prompt genuine celebration of differences among students
- Encourage other students to take an active role in campus and non-traditional student activities

Officers of the NSTO guide their organization to fulfill these roles along with their individual duties. Officers will be selected through an interview process. These duties are:

President

The president is the official spokesperson of the organization. This person also oversees meetings that include main goals and activities for the organization, while assigning committees to further meet the needs of non-traditional students. The president also works with treasurer to keep checks and balances the organization's money.

Vice President

The vice president assists the president in their duties. This individual is also responsible for maintaining a record of all organization members, contacting them about meeting, and overseeing the organization in the president's absence.

Secretary

The secretary is to keep a detailed record of all things pertaining to the organization. This includes, but is not limited to, organization memberships, meeting logs, minutes, discussions, forms, applications, etc.

Treasurer

The treasurer collects and maintains all funds associated with this organization. This individual will also oversee the checks, balance the accounts, and keep records of money being used. The treasurer will coordinate with the president on expenses.

Historian and Social Media Manager

The historian and social media manager will take pictures at all events, maintain organization documents, and maintain the social media accounts for the organization.

Characteristics of NTSO Members

- Display strong interpersonal, communication, and leadership skills and the potential to develop these skills
- Passionate about multiculturalism and diversity
- Have a positive attitude, enthusiasm, & passion for A-State
- Willingness to work with a diverse group of people
- Desire to take initiative, motivate/help others, have strong sense of responsibility, and have fun
- Adhere to a strong code of ethics at all times
- Exhibit leadership potential & willingness to develop leadership skills further
- Demonstrate punctuality and professionalism

Qualifications and Requirements of NSTO Members

- Must remain in good academic and judicial standing with the University throughout the tenure in the position, not violate the Student Code of Conduct, and conduct yourself in an appropriate manner both in person and electronically via the Internet (email, Facebook, Twitter, Vine, Instagram, etc).
- Demonstrate an appreciation for diversity, advocacy, and social justice
- Exhibit academic excellence, strong communication skills, and strong leadership potential
- Participate and attend all aspects of scheduled trainings, meetings, and retreats including, but not limited to: mandatory meetings, monthly meetings, and other events.
- Consumption of alcohol twenty-four hours prior to a event or while at a campus event is **not** permitted. Absolutely no drug use will be tolerated at any time.

Benefits

- Develop leadership, interpersonal communication, and social skills.
- Contact with A-State administrators, faculty, staff, and other students.
- Gain significant leadership experience while enhancing your opportunities for campus involvement, employment marketability, and career opportunities.

Application Process

Please keep track of your own application status by using the Application Check list listed below:

- Paper Application – Completed application, resume, and references, must be turned in no later than **5:00 pm on Monday, April 23rd**
 - Completed Application includes:
 - Information Page from application
 - Responses to essay questions (only needed if you are applying for an officer position)– typed 12 point font
 - Resume – that includes your current and previous campus organizations, leadership positions, and employment (freshmen **only** may include high school activities)
 - References (optional) (only needed if you are applying for an officer position) –Reference forms must be submitted to the Multicultural Center no later than 5:00 pm on the deadline. It is your responsibility to ensure these letters reach the Multicultural Center prior to the application deadline.
 - References should be given to someone who can comment on your leadership or work skills and experience.
 - References **cannot** be completed by any undergraduate students, graduate students, or Multicultural Center staff members, and should not be completed by anyone that has any form of family tie to you directly.
 - Reference letters should delivered to the Multicultural Center, Room 3003 of the Carl R. Reng student union.

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Essay Questions: Provide 12 point font typed answers to the applicable questions to be submitted with your application.

Essays should be no more than 200 words each. Be sure your name appears on all pages.

Essay Questions are only required for those interested in becoming officers.

NEW APPLICANTS ONLY:

All new applicants should provide answers to the questions below along with the information sheet included in this packet, the two reference forms, and personal resume.

1. Why are you interested in being a Non-Traditional Student Organization Officer?
2. What initiatives do you plan to implement as an officer in NTSO?

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*Not Used In the Selection Process

Name*: _____ A-STATE ID #: _____

Hometown*: _____ High School*: _____

Email Address*: _____@smail.astate.edu T- Shirt Size*: _____

Cell Phone/Primary #*: _____ Major*: _____

Current Academic Classification* (Please Select One): Freshman / Sophomore / Junior / Senior / Graduate Student

Are you a Non-Traditional Student*? Yes / No Expected Hours completed at end of fall 2016*: _____

Expected Graduation Date (Officers are required to serve both fall 2016 & spring 2017): _____

Current A-State GPA+: _____ Cumulative GPA+: (Must have 2.50 GPA or higher): _____ +If Freshman put N/A

Transfer Student*: Yes / No Other Colleges attended*: _____

Please check one of the following & provide information*: I live on campus (Name of hall: _____) I live off campus I commute to campus

How did you hear about the Non-Traditional Student Organization*? (Please check all that apply)

Daily Digest Social Media Flyer on Campus A-State Staff/Faculty Member

Ambassador (Name of individual) _____ Other: _____

Are you interested in serving in an officer's position? Yes / No If yes, select what you would be interested in:

President Vice President Secretary Treasurer Historian and Social Media Manager

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By signing below you agree to the following terms:

- I understand that all documents to this application for employment are confidential and the property of the Multicultural Center. I further understand that I will not have the opportunity to personally review or inspect any of these documents. However, in an effort to promote a valuable educational experience and to improve interviewing skills, feedback concerning reasons for selection or non-selection will be provided at the applicant's request.
- I do hereby consent to the release of my educational records to the Multicultural Center, as needed, to confirm that I am enrolled as a full-time student at Arkansas State University, that I have a minimum of a 2.50 cumulative grade point average, that I am in good standing with Arkansas State University, and that I currently have no disciplinary actions against me.
- I wish to submit this application for the position of NTSO Officer. I am aware of the responsibilities of this position as specified in the NTSO Officer Position description, and I fully intend to fulfill each one to the best of my ability if selected. I possess the minimum qualifications required for this position as specified on this form and all information provided herein is accurate. I understand that if selected I will be required to sign an agreement to serve as an NTSO Officer, all scheduled meetings regarding the NTSO, and be available for the organization.

Arkansas State University does not discriminate on the basis of race, sex, ethnicity, religion, national origin, age, handicap, veteran status, or any other federally protected class in the provision of educational opportunities or benefits.

Arkansas State University does not discriminate on the basis of sex or handicap in the educational programs and activities which it operates, pursuant to the requirements of Title IX of the Educational Amendments of 1972, Public Law 92-318; and Section 504 of the Rehabilitation Act of 1973, Public Law 93-112, and the Americans with Disabilities Act of 1990, Public Law 101-336, respectively. This policy extends to both employment by and admission to the University.

Inquiries concerning the Title IX and Section 504 and the Americans With Disabilities Act of 1990 should be directed to the Title IX Coordinator, and the Office of Affirmative Action. Charges of violations of the above policy should also be directed to the Title IX coordinator and the Office of Affirmative Action.

Signature: _____ Date _____

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References should be delivered to the Multicultural Center in a sealed envelope OR scanned and emailed to astateMC@astate.edu, but must come directly from reference. All forms must be received by deadline. If you have any questions, please contact the Multicultural Center at 870-680-4052.

Arkansas State University Non-Traditional Student Organization encourages students to take an active role on campus and bring awareness to issues of multiculturalism, equality, and social justice. NTSO Officers are uniquely poised among their peers to increase awareness, promote inclusiveness, prompt genuine celebration of differences across campus, and implement/facilitate all aspects of the Multicultural and Non-Traditional Student programs. They are proud A-State students, team players, responsible, positive, sincere, and possess strong interpersonal communication skills. NTSO Officers must positively represent A-State in their daily lives, both in person and on the internet. NTSO Officers should be self-confident and respectful while being open-minded, enthusiastic, and ready to assist others. In addition, NTSO Officers must have a willingness to learn and have a strong work ethic. **Please be candid in your appraisal of the listed candidate. Please feel free to provide any additional comments regarding the applicant's overall potential success in leading new students. (attachments / letters accepted)**

Applicant name: _____

1. How long and in what capacity have you known the applicant?
2. Why do you believe this person should serve as a NTSO Officer?
3. Indicate your opinion of the applicant's ability in the following areas:

	Outstanding	Above Average	Average	Below Average	No Basis
Leadership Potential					
Oral Communication Skills					
Team Player					
Responsibility					
Respectful					
Enthusiasm for A-STATE					
Work Ethic					
Personality					
Maturity					

4. Please indicate your overall assessment of the applicant and ability to succeed as an NTSO Officer.
 Highly Recommend Recommend Recommend with Reservations (please explain)

Name: _____

Title: _____

Phone: _____

Email: _____

Signature: _____

Date: _____

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 Highly Recommend Recommend Recommend with Reservations (please explain)

Name: _____ Title: _____

Phone: _____ Email: _____

Signature: _____ Date: _____