



SAIL Department
Westfield State University
577 Western Ave
Westfield, MA 01086

February 12, 2024

Dear Candidate,

Thank you for your interest in becoming a student leader in the Department of Student Activities, Involvement, and Leadership. This is one of my favorite times of year as students get excited to apply or run for our student leadership teams. My team and I look forward to the selection and election processes for our 2024-2025 Student Leadership.

Making connections throughout the university is critical for your success as a student. As a student leader, you will have the opportunity to make and enhance connections with faculty, staff, and a variety of students from the WSU community. In addition, you benefit from learning about the policies and procedures that direct our university programs and services, which increases your campus knowledge. Our student leader positions are an integral part of the SAIL Department and its programs.

All of our positions are designed to increase your leadership skills and abilities. Student Leaders will develop skills in group problem solving, conflict resolution, interpersonal communication, and team building. The experiences provide students with the opportunity to interact with a diverse population of students, fostering skills important for future employment. Throughout all of our programs, you will have opportunities to use these skills in hands-on situations, thus providing an experience upon which employers look favorably.

Students in these roles have a huge impact on other students and have the ability to make or break a student's college experience. When taking on this position, students understand this is more than an employment opportunity; students step into the role of a valued leadership position at the University.

Please carefully read the entire packet that follows this letter. You will find a list of available positions, requirements and responsibilities, selection and election timeline, any required materials needed, and a list of perks we offer to those students selected or elected to serve in these roles.

If during the application or election process you should have any questions, concerns, or require accommodations please reach out. I am available to talk and answer any questions that you may have.

Warmest Regards,
Matt

Matt Dellea, M. Ed.

Director - Student Activities, Involvement, and Leadership (SAIL)
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Pronouns I use: He/Him/His

SAIL Student Leadership 2024-2025

Positions Available

Click on the Position title to be brought to the position description, requirements, and important information. (e-doc only)

[Campus Activities Board Leadership Team \(Page 5\)](#)

We are seeking 6 students that would like to be part of the Leadership Team for the Campus Activities Board. Positions include 1 Team Lead and 5 Director Roles. The six positions work as a cohesive team to create and coordinate social events for all Westfield State University Students.

[Summer Orientation Leader \(Page 8\)](#)

We are seeking 15 students to facilitate the onboarding of the Class of 2028 and incoming transfer students over the Summer Orientation sessions. These events are scheduled to take place on 4 dates throughout the summer and will focus on creating a sense of community. Student Leaders will engage with new students and demonstrate what it means to be an Owl at Westfield State through a variety of interactive sessions and social events.

[Fall Orientation Leader \(Page 10\)](#)

We are seeking 40 students to foster a community and provide mentorship for incoming first year and transfer students at the Fall Orientation Program. Leaders will assist an assigned group of students in their transition to the university and serve as a point of contact throughout their first weeks at Westfield State. Creating a sense of belonging and pride in the institution will be a priority during this program.

[SAIL Social Squad \(Page 12\)](#)

We are seeking 4 students that would like to be part of the Social Media and Marketing Team for the department. The four positions will work together to create content for all social platforms, a bi-weekly newsletter, and assist in marketing all events and activities within the department. Students interested in Social Media, Marketing, Graphic Design, Art, and PR are encouraged to apply.

[Student Government Association Positions \(Page 13\)](#)

The Student Government Association is made up of an Executive Leadership Team and Senators. All roles in the SGA are elected positions and are voted on and decided by the student body. SGA is seeking a diverse representation of students from all areas of campus to represent their peers and participate in university decision making, education, and serve on important university-wide committees.

Position Requirements

- **MUST** be a current full-time undergraduate student at Westfield State University
- **MUST** be a full-time undergraduate student for the fall 2024 semester.
- **MUST** have a semester and cumulative GPA of 2.5 or higher for Fall-23/Spring-24 semesters
- **MUST NOT** be on academic probation
- **MUST NOT** have an active judicial file; active meaning 1-calendar year from date of infraction
- Due to the nature of our programs, students **MAY NOT** hold leadership positions in more than one of the above positions, *except for the position of Summer Orientation Leader.*

Click below for the Application!

[Student Leadership Application](#)

Campus Activities Board Leadership Team

Application Timeline

- **Applications Open:** February 12, 2024
- **Applications Due:** March 8, 2024
- **Individual Interview Notifications:** March 11, 2024
- **Individual Interviews:** March 25, 27, and 28, 2024 (scheduled with candidate)
- **Hiring Decision Letters:** April 1, 2024
- **Leadership Agreement Due (if selected):** April 10, 2024

Application and Interview Materials

- Online Application
- A Professional Cover Letter that addresses the following questions:
 - Why are you interested in being a Student Leader? Which position(s) are you applying for and why should you be considered for the position(s)? What do you view as the major roles of the position(s)? If applying for multiple positions, which roles are you most looking forward to and which roles do you think will challenge you? Why?
- One Letter of Recommendation speaking on your leadership ability, *sent to Matt Dellea by March 28th.*
- **Department Staff Interview:** Candidates will meet with SAIL Professional Staff for a 30-minute interview. The interview will include a 3-5 minute presentation. *Details for the presentation can be found on the individual position pages that follow.*

Reports To/Leadership Provided

- Reports to: Coordinator of Student Activities
- Assists with the leadership of the CAB Volunteer Board

Position Date Requirements

- **Transitions Training Day:** Date to be determined once leaders are selected.
- **TEAM LEAD SUMMER HOURS:** The Team Lead Role will have 30 office hours per week during the summer. May 13 – August 17, 2024.
- **Summer Retreat:** June 14 – 15, 2024
- **Summer Meetings:** Bi-Weekly Check-in Meetings over zoom (Dates are TBD)
- **Move-In Day and Kick-Off:** August 18, 2024
- **Leadership Training:** August 19 – 23, 2024 (Overnight Leadership Camp August 19-20)
- **Fall Semester Preparations and Welcome Week:** August 26 – September 8, 2024
- **NACA Conference:** October 24-26, 2024
- **Spring Weekend:** April 25-27, 2025

Position Summary

The Campus Activities Board (CAB) is a student-run programming board that promotes a sense of community at Westfield State University through a variety of campus-wide events. CAB strives to enrich the student experience by hosting trivia competitions, paint nights, dance parties, and puts on our annual Spring Concert, among many other fun programs and events. CAB events are open to the entire Westfield State University student body. The CAB team is dedicated to building a community, creating a safe and positive environment for students outside of the classroom, and ensuring that students are having fun and engaging with peers, faculty, and staff.

Position Responsibilities

- Assist with the process of recruiting, retaining and recognizing CAB members
- Attend and actively participate in weekly CAB E-Board and Member meetings
- Create and facilitate programs; This includes but is not limited to late night programming, weekend programming, and traditional programming
- Meet with Coordinator of Student Activities for bi-weekly 1:1 check in meetings
- Complete paperwork and administrative tasks in a timely manner
- Work with presenters, facilitators, vendors to ensure smooth programming
- Continuously assess and evaluate our work to seek areas for improvement
- Act as a positive representative of Westfield State & Department of Student Activities, Involvement, and Leadership

Specific Roles May Include

- **Team Lead**
 - *Must have experience serving on the CAB Volunteer Board*
 - Serves as a liaison between the CAB Executive Board and the Coordinator of Student Activities
 - Assists Coordinator of Student Activities throughout summer planning and preparing a Fall semester calendar of events
 - Provides peer support and guidance to CAB Executive Board
 - Conducts all CAB Meetings
 - Develops and implements the agenda for all CAB Meetings
- **Marketing & Promotions**
 - Coordinate and implement innovative and creative campus wide marketing campaigns
 - Design and create all promotional materials including advertisements, flyers, posters, etc.
 - Manage CAB social media platforms; accountable for all content including its accuracy, timeliness and usefulness
 - Research and develop new advertising formats and coordinate the printing of all promotional material
- **Finance & Budgeting**
 - Review and manage the CAB budget
 - Monitor programming expenditure and ensure it is in line with budget goals
 - Collaborate with Cab E-Board members to ensure specific program budgets are being followed
- **Engagement, Outreach and Membership**
 - Develop and implement an outreach and recruitment plan to grow CAB
 - Monitor CAB memberships as well as CAB member email list
 - Provide support and guidance to CAB members
 - Create, organize and implement various ways to recognize CAB members
- **Unity & Inclusion**
 - Build connections with JEDI Division and University Affinity Groups for collaborative programming
 - Create and facilitate programs with a focus on Diversity, Equity, and Inclusion, including signature events such as Unity Fest, and Theme Month Programs

- **Commuter Programming**
 - Develop and facilitate intentional commuter programs including but not limited to daytime events
 - Develop and maintain positive connections with the commuter student population
 - Responsible for regular communication with Commuter Council

Student Presentation Requirements

Students applying for the Campus Activities Board Leadership Team should be prepared for a 3-5 minute presentation on the following topic:

Please present an idea for a campus wide event that will foster a sense of community and pride at Westfield State University. Make sure to include name of event, timing of event, details of what will take place, and any other information that you think the committee should know.

Position Perks

Beginning with Leadership Training in August, students will receive a stipend of \$4,400. Payment is made out in bi-weekly paychecks for the full academic year, excluding Week of Thanksgiving, Winter Break, and Spring Break. In addition to the stipend, Campus Activities Board Directors receive the following:

- Partial Meal Plan during August Training and NSO Program Days
- No early arrival fees (if living on campus)
- Special Clothing Items
- Free attendance at the NACA Conference to be held October 24-26, 2024.

In addition, the Team Lead role will work 30 hours per week in the summer and will be paid an hourly rate of \$16/hr. Role includes two weeks (10 days) of unpaid vacation time. Team Lead may live on campus in the summer at no additional cost.

Summer Orientation Leader

Application Timeline

- **Applications Open:** February 12, 2024
- **Applications Due:** March 8, 2024
- **Individual Interview Notifications:** March 11, 2024
- **Individual Interviews:** March 25, 27, and 28, 2024 (scheduled with candidate)
- **Hiring Decision Letters:** April 1, 2024
- **Leadership Agreement Due (if selected):** April 10, 2024

Application and Interview Materials

- Online Application
- A Professional Cover Letter that addresses the following questions:
 - Why are you interested in being a Student Leader? Which position(s) are you applying for and why should you be considered for the position(s)? What do you view as the major roles of the position(s)? If applying for multiple positions, which roles are you most looking forward to and which roles do you think will challenge you? Why?
- One Letter of Recommendation speaking on your leadership ability, *sent to Matt Dellea by March 28th.*
- **Department Staff Interview:** Candidates will meet with SAIL Professional Staff for a 15-minute interview. The interview will include a 3-5 minute presentation. *Details for the presentation can be found on the individual position pages that follow.*
- **Administrative Staff Interview:** Candidates will meet with University Staff Members for a 15-Minute Interview.

Reports To/Leadership Provided

- Reports to: The New Student Orientation Coordinator Team

Position Date Requirements

- **Spring Training Day:** April 28, 2024 from 10am – 3pm
- **June Training:** June 9 – 12, 2024
- **Session A:** June 13, 2024
- **Session B:** June 25 – 26, 2024
- **Session C:** July 11 – 12, 2024
- **Fall Move-In Day:** August 13, 2024
- **Session D:** August 14, 2024
- **Leadership Training:** August 18 – 23, 2024 (Overnight Leadership Camp August 19-20)
- **Fall Semester Preparations and Welcome Week:** August 26 – September 2, 2024

Position Summary

The New Student Orientation Summer Team is one of the most engaging and energetic groups of the Westfield State University campus. Each member of the Orientation team is dedicated to welcoming new students and their champions to the Westfield State community, ensuring they have a fun, engaging, and educational Orientation experience. They play a major role in facilitating the adjustment of new students to the Westfield State University community. They share information and personal experiences in order to help incoming students understand what it means to be an owl.

Position Responsibilities

Orientation Leaders are responsible for the following:

- **Leadership & Role Modeling**
 - Work as a cohesive team member for New Student Orientation
 - Act as a positive representative of Westfield State & New Student Orientation
 - Maintain an open and professional relationship with students
- **Training, Teambuilding, and Program Preparation**
 - Attend all Leadership Training Sessions
 - Assist with set up of Orientation spaces, rooms, bulletin boards, and more
 - Assist with other relevant administrative duties as assigned
- **Orientation Program**
 - Facilitate activities and group discussions to develop relationships among students
 - Promote extracurricular activities, leadership opportunities, and social programs
 - Lead campus tours to highlight campus buildings, faculty/staff offices, and other resources available
 - Facilitate social event at the end of day program celebrations

Student Presentation Requirements

Students applying for the position of Summer Orientation Leader should be prepared for a 3-5 minute presentation on the following topic:

You are speaking at Summer Orientation to a room of students, families, and champions. Explain to the room what it means to be a Westfield State Owl and how to make the most of the college experience at Westfield State.

Position Perks

Beginning with Orientation Leader Training in June, students will receive a stipend of \$1200. Payment is made out in four checks, one after each summer session. For those students that do not take on a fall leadership role, an additional stipend of \$700 will be paid out after Fall Leadership Training and Opening Preparations. In addition to the stipend, Orientation Leaders receive the following:

- Partial Meal Plan during Trainings and NSO Program Days
- No early arrival fees (if living on campus)
- Uniform Clothing
- Special Clothing Items

Fall Orientation Leader

Application Timeline

- **Applications Open:** February 12, 2024
- **Applications Due:** March 8, 2024
- **Individual Interview Notifications:** March 11, 2024
- **Individual Interviews:** March 25, 27, and 28, 2024 (scheduled with candidate)
- **Hiring Decision Letters:** April 1, 2024
- **Leadership Agreement Due (if selected):** April 10, 2024

Application and Interview Materials

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 - Why are you interested in being a Student Leader? Which position(s) are you applying for and why should you be considered for the position(s)? What do you view as the major roles of the position(s)? If applying for multiple positions, which roles are you most looking forward to and which roles do you think will challenge you? Why?
- One Letter of Recommendation speaking on your leadership ability, *sent directly to Matt Dellea by February 29th.*
- **Department Staff Interview:** Candidates will meet with SAIL Professional Staff for a 15-minute interview. The interview will include a 3-5 minute presentation. *Details for the presentation can be found on the individual position pages that follow.*
- **Administrative Staff Interview:** Candidates will meet with University Staff Members for a 15-Minute Interview.

Reports To/Leadership Provided

- Reports to: The New Student Orientation Coordinator Team

Position Date Requirements

- **Spring Training Day:** April 28, 2024 from 10am – 3pm
- **Summer Requirements:** Available by E-mail
- **Move-In Day and Kick-Off:** August 18, 2024
- **Leadership Training:** August 19 – 23, 2024 (Overnight Leadership Camp August 19-20)
- **Orientation Leader Training:** August 25 – 29, 2024
- **Fall Program and Welcome Week:** August 30 – September 8, 2024

Position Summary

The New Student Orientation team is one of the most engaging and energetic groups of the Westfield State University campus. Each member of the Orientation team is dedicated to welcoming new students and their parents, families, and allies to the Westfield State community, ensuring they have a fun, engaging, and educational Orientation experience. OLS are role models as well as sources of support and information for the new first-year and transfer students. They play a major role in facilitating the adjustment of new students to the Westfield State University community. They share information and personal experiences with their students and help foster relationships with their groups.

Position Responsibilities

Orientation Leaders are responsible for the following:

- **Leadership & Role Modeling**
 - Work as a cohesive team member for New Student Orientation
 - Act as a positive representative of Westfield State & New Student Orientation
 - Maintain an open and professional relationship with your student groups
 - Understand, follow, and enforce University policies and Local, State and National regulations
- **Training, Teambuilding, and Program Preparation**
 - Attend Spring Training Day
 - Attend two week Orientation Leader training in August
 - Assist with set up of Orientation spaces, rooms, bulletin boards, and more
 - Assist with other relevant administrative duties as assigned
- **Orientation Program**
 - Facilitate activities and group discussions to develop relationships among students
 - Explain academic opportunities, processes, and requirements
 - Promote extracurricular activities, leadership opportunities, and social programs
 - Lead campus tours to highlight campus buildings, faculty/staff offices, and other resources available
- **Community Building Responsibilities**
 - Communicate with your students over the summer
 - Host and Assist with Welcome Week events as necessary
 - Serve as a resource to your First-Year students for the entire Fall Semester

Student Presentation Requirements

Students applying for the position of Fall Orientation Leader should be prepared for a 3-5 minute presentation on the following topic:

You are meeting with your group of new students at Orientation in the fall. Talk to them about your Westfield State Experience and what it means to be a student at Westfield State.

Position Perks

Beginning with Orientation Leader Training in August, students will receive a stipend of \$1,100. Payment is made out in two checks. In addition to the stipend, Orientation Leaders receive the following:

- Partial Meal Plan during August Training and NSO Program Days
- No early arrival fees (if living on campus)
- Uniform Clothing
- Special Clothing Items

SAIL Social Squad

Application Timeline

- **Applications Open:** February 12, 2024
- **Applications Due:** March 8, 2024
- **Individual Interview Notifications:** March 11, 2024
- **Individual Interviews:** March 25, 27, and 28, 2024 (scheduled with candidate)
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- One Letter of Recommendation speaking on your leadership ability, *sent directly to Matt Dellea by February 29th.*
- **Department Staff Interview:** Candidates will meet with SAIL Professional Staff for a 30-minute interview. The interview will include a 3-5 minute presentation. *Details for the presentation can be found on the individual position pages that follow.*

Reports To/Leadership Provided

- Reports to: Director of Student Activities, Involvement, and Leadership

Position Date Requirements

- **Spring Training Day:** To be determined with the team hired.
- **Summer Requirements:** Available by E-mail
- **Move-In Day and Kick-Off:** August 18, 2024
- **Leadership Training:** August 19 – 23, 2024 (Overnight Leadership Camp August 19-20)
- **Preparations Week:** August 25 – 29, 2024
- **Fall Program and Welcome Week:** August 30 – September 8, 2024

Position Summary

The SAIL Social Squad is the team responsible for all SAIL Marketing. All positions on the squad will work together to create brand recognition and content for all social platforms, community engagement through interactive posts, a bi-weekly newsletter and/or blog, and assist in marketing all events and activities within the department. Students should have an interest in attending events, promotions, marketing, photography, or graphic design to be successful in this role.

Position Responsibilities

- Assist with the process of recruiting, retaining and recognizing student leaders around campus
- Attend and actively participate in weekly Social Squad Meetings
- Meet with Director of SAIL for bi-weekly one on one meetings

- Create posts, stories, reels, and TikToks on behalf of all areas within SAIL
- Manage Social Media Accounts
- Assist in developing the Bi-Weekly SAIL Newsletter and/or blog
- Attend events around campus to capture photo and video materials
- Complete paperwork and administrative tasks in a timely manner
- Continuously assess and evaluate our work to seek areas for improvement
- Act as a positive representative of Westfield State & Department of Student Activities, Involvement, and Leadership

Student Presentation Requirements

Students applying for the Social Squad should be prepared for a 3-5 minute presentation on the following topic:

Please present your ideas to create an engaging social media presence that highlights areas within the SAIL Department and student leadership within those areas. How would you work with the rest of the squad to make the vision a reality.

Position Perks

Beginning with Leadership Training in August, students will receive a stipend of \$4,032. Payment is made out in bi-weekly paychecks for the full academic year, excluding Week of Thanksgiving, Winter Break, and Spring Break. In addition to the stipend, Social Squad Members receive the following:

- Partial Meal Plan during August Training and NSO Program Days
- No early arrival fees (if living on campus)
- Special Clothing Items

Student Government Association Positions

Election Timeline

- **Election Packets Available:** March 25, 2024
- **Signature Papers Due:** April 5, 2024
- **Elections:** April 8, 2024
- **Election Winners Notified:** April 10, 2024

Required Election Materials

- Signature Paper
- Promotional Campaign Materials (to be distributed at date specified)

Reports To/Leadership Provided

- Student Government Association Members are part of a fully student-led organization and do not report to anyone. The SGA is advised by the Senior Coordinator of Student Involvement.

Position Date Requirements

- **Transitions Training Day:** Thursday, April 11, 2024 at 4:30pm
- **Executive Board Transition Meetings:** April 15, 22, 29, & May 6 at 4:30 pm.
- **Summer Retreat:** TBD once board is elected.
- **Summer Meetings:** Bi-Weekly Check-In Meetings (*not mandatory*)
- **Fall Move-In Day and Kick-Off:** August 18th
- **Leadership Training:** August 19 – 23, 2024 (Overnight Leadership Camp August 19-20)
- **Preparations Week and Fall Opening:** August 25 – 31, 2024
- **Academic Year:** SGA Meetings are held every Tuesday at 5:30pm. Student Leaders will also be chosen to serve on various committees and be present at different events. Dates and Times are determined at a later date.

Position Summary

SGA provides an excellent opportunity to have your voice heard by the faculty and administration. Your participation in SGA will help you learn valuable skills in leadership and teamwork as well as a great way to meet new people. Don't sit by and watch things happen - get involved!

As a unified team, the SGA Executive Board collaborates with campus leaders to address student issues and develop action-focused plans. The Executive Board leads weekly Tuesday SGA meetings and develops opportunities and open spaces for students to voice concerns and find solutions.

Positions Available

SGA President, Student Trustee, VP of Student Life, VP of Academic Life, VP of Student Equity, VP of Finance, VP of Publicity, and Executive Secretary.

Please review the SGA Constitution for information regarding each role. If you have specific questions regarding a role, please contact Laura Cafaro- lcafaro@westfield.ma.edu .

Please find position descriptions here. Descriptions begin on page 5. [POSITION DESCRIPTIONS](#)

Position Perks

Student Government Association positions are elected student leadership roles. These positions do not offer a monetary compensation package, however, the perks of serving these roles include a great deal of exposure, experience, and professional development. Student Leaders on SGA receive the following:

- Build practical skills for employment after graduation: professionalism, public speaking, empathetic leadership, time management, innovative mindset, communication, teamwork, and more!
- Collaborate with the President's Cabinet to develop changes on campus to improve the student experience and make impactful, positive changes.
- Partial Meal Plan during the August Training and Opening Days
- No Early Arrival Fees
- Special Clothing Items
- Semi-Private Office Space for use at any time