



## **Eve Carson Scholarship**

### **Executive and Selection Committee Application**

Applications are accepted and reviewed on a rolling basis. Please email completed applications *and with a formal resume* to [evcarsonscholarship@gmail.com](mailto:evcarsonscholarship@gmail.com)

#### **Application Instructions and Qualifications:**

The following application is for the Eve Carson Scholarship 2018-2019 Executive Committee. This spring, the Scholarship will accept 5 members to the Executive Committee (1 for each Director position).

For the Executive Committee, you must be a full-time student at UNC for the Spring and Fall 2018 semesters. The Executive Committee term is from March 2018 through April 2019.

All applicants must answer all questions and submit applications along with a formal resume through e-mail to [evcarsonscholarship@gmail.com](mailto:evcarsonscholarship@gmail.com) by 11:59 P.M. on Monday, March 12th. E-mail [evcarsonscholarship@gmail.com](mailto:evcarsonscholarship@gmail.com) with questions.

#### **Scholarship Information:**

The Eve Carson Scholarship was established in 2008 to celebrate junior-year students who have exhibited passion and transformative growth since matriculation at the University of North Carolina at Chapel Hill. As the living legacy of former Student Body President Eve Carson, the scholarship fulfills the vision for a student-run merit scholarship she included in her platform. For more information, please visit our website at [evcarsonscholarship.unc.edu](http://evcarsonscholarship.unc.edu) or e-mail [evcarsonscholarship@gmail.com](mailto:evcarsonscholarship@gmail.com).

The Executive Committee is charged with managing all operational aspects of the scholarship. In addition to each Director's position responsibilities, the Executive Committee as a whole will work to make important decisions for the Scholarship. In addition, Executive Committee members are expected to support others on the committee and the Executive Director in their pursuits and responsibilities. Descriptions of each specific position are listed on the next page.

*"Learn from every single being, experience and moment. What joy it is to search for lessons and goodness and enthusiasm in others."* –Eve Carson

## Executive Committee Position Descriptions

The Director of Administration and Finance is responsible for

- *Managing the Executive Committee by*
  - *Ensuring goals are being met.*
  - *Setting the agenda for each meeting.*
  - *Reserving room space and performing other administrative duties. Taking minutes at Executive Committee meetings.*
  - *Managing and organizing the Scholarship's documents (Dropbox).*
  - *Managing the Scholarship's archive in Wilson Library.*
  - *Updating the Scholarship's Section of the Student Code, By- Laws, and other governing documents as necessary.*
- *Being the Scholarship's primary Student Government liaison, including*
  - *Submitting March and October Reports.*
  - *Attending Cabinet meetings when necessary.*
  - *Ensuring all dates and deadlines as a student organization are met.*
- *Managing the Scholarship's finances by*
  - *Becoming certified as a Treasurer.*
  - *Applying for funding from Student Congress.*
  - *Balancing the Scholarship's SAFO Account and promoting its long-term sustainability.*
  - *Overseeing all administrative duties of awarding and disbursing the scholarship.*

The Director of Campus Development is responsible for

- *Furthering awareness of the Scholarship and its mission to the following constituencies:*
  - *Student Organizations*
  - *Incoming Freshmen*
  - *Underclassmen*
  - *Seniors*
  - *The General Student Body*
  - *On-Campus Events or Events Hosted by Campus Organizations*
  - *Faculty/Staff*
  - *Student GAA Members*
  - *Other Relevant Entities (CLD, Morehead- Cain, etc)*
- *Maintaining a relationship with Student Affairs and other student organizations.*

The Director of Public Relations is responsible for

- *Managing all public communication by the Scholarship, specifically in the following areas:*
  - *Social Media*
  - *Website/Multimedia*
  - *Print Publicity*
  - *Listserves and other forms of Mass Communication*
- *Creating a Plan for publicizing each activity of the Scholarship and ensure it is carried through.*
- *Creating new initiatives to expand awareness of the scholarship to campus and the general public.*

The Scholars Program Director is responsible for

- *Managing the Eve Carson Scholarship application process by*
  - *Ensuring all technical aspects of the application are updated.*
  - *Creating and publicizing the application.*
  - *Soliciting nominations from faculty and student organizations.*
  - *Holding information sessions for candidates.*
  - *Acting as a resource for applicants.*
  - *Notifying candidates of their application status, as appropriate.*
- *Managing the Selection Committee by*
  - *Planning and facilitating all meetings and scoring rounds of the application process.*
  - *Providing all necessary materials for the Selection Committee to make an informed decision.*
- *Providing a meaningful experience for the scholars while at UNC by*
  - *Assisting in the planning and approval of summer experiences.*
  - *Collecting materials from the scholars that may be used to further celebrate their accomplishments.*
  - *Supporting the scholars' endeavors at Carolina.*
  - *Seeking out additional opportunities for growth and recognition of the scholars.*
  - *Facilitating a relationship between the scholars and the Executive Committee.*
- *Maintaining relationships with past Scholars.*
- *Maintaining the Eve Carson Scholarship Network.*

The Director of External Development is responsible for

- *Furthering awareness of the Scholarship and its mission to the following constituencies:*
  - *Alumni and the GAA*
  - *Parents*
  - *Donors*
  - *Participants in Past Events*
  - *Businesses*
  - *Chapel Hill/Triangle Communities*
  - *Other Cities/Communities*
  - *Other Universities*
- *Maintaining a relationship with the Central Development Office (and other development offices).*
- *Maintaining a relationship with the Scholarship's Advisory Board by*
  - *Providing monthly updates.*
  - *Soliciting feedback on changes to the Scholarship's bylaws.*

Applications are due at 11:59 P.M. on Monday, March 12th. Please email completed applications to [evocarsonscholarship@gmail.com](mailto:evocarsonscholarship@gmail.com) along with a formal resume.

**Name:** \_\_\_\_\_

**Class:** \_\_\_\_\_

**Major:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Which Director or position(s) are you applying for? (please rank them if you are applying for more than one)**

\_\_\_\_\_ Director of Administration & Finance

\_\_\_\_\_ Director of External Development

\_\_\_\_\_ Director of Campus Development

\_\_\_\_\_ Director of Public Relations

\_\_\_\_\_ Director of Scholars Program

**Short Answers – Please limit each response to 200 words.**

1. Why are you interested in being involved with the Eve Carson Scholarship and more specifically, the Executive Committee? What strengths and weaknesses would you bring to this position?
2. Describe one way that you would like to positively impact the Executive Committee (for example, a new idea for the committee or part of your personality that will have a positive effect).
3. What is your leadership philosophy? More specifically, how do you see your beliefs and expectations affecting your performance if selected as a member of the Executive Committee?
4. In what other organizations are you involved? Please include an estimate of hours per week spent in service to other organizations. How would the Eve Carson Scholarship fit in with this involvement?

**Position-specific Questions – Please limit each response to 150 words.**

Director of External Development:

1. What experience do you have working in professional settings (jobs, internships, etc.)?
2. Pick one of the following questions:
  - a. What are you passionate about (doesn't have to be an overly sophisticated answer, could be as simple as "college basketball.")? Why?
  - b. When you're not in class or doing work, how do you spend your time in Chapel Hill?

Director of Campus Development:

1. How would you increase awareness and promote the scholarship on campus (i.e. event, fundraiser, forums)?
2. How do you plan to increase participation in the event?
3. What is your favorite Carolina moment?

Director of Public Relations:

1. As PR Director, what public image do you want the scholarship to have on campus and in our community? Is there anything you want to change about our current image/reputation?

Director of Scholars Programs:

1. The Director of Scholars Programs spends much of their time coordinating Selection Committee meetings. What experience do you have in professional settings that would facilitate your interactions with Selection Committee members?
2. What would be your approach to interacting with the Scholars? How would you hold them accountable to writing blog posts and representing the Scholarship?

Director of Administration & Finance:

1. Please outline any previous administrative experience that you have and how it would help you fulfill the duties outlined in the position description.