

## **Cabinet Leadership**

Cabinet Leadership leads their respective categories, working closely alongside the Chief of Staff to provide Cabinet members with appropriate resources. These roles collaborate closely with Cabinet members to ensure the success of the Executive Cabinet.

### **Director of Policy**

The Director of Policy plays a pivotal role within the Associated Student Government (ASG), overseeing the development, implementation, and evaluation of policies that impact the student body. This role involves extensive research, collaboration, and advocacy to address student concerns, promote student welfare, and advance ASG's mission and objectives.

Contact: Jonathan Ivey – [jwi001@uark.edu](mailto:jwi001@uark.edu)

### **Director of Programming**

Part of the Cabinet Leadership team, this role oversees programs and events planned by the Executive Cabinet. Responsibilities include conducting biweekly 1:1 meetings and supporting the Chief of Staff and Cabinet Members.

Contact: Aleesa Williams – [arw054@uark.edu](mailto:arw054@uark.edu)

### **Director of Diversity and Inclusion**

As part of the Cabinet Leadership team, this role supports ASG's Diversity and Inclusion program, including chairing the recently established Diversity and Inclusion Committee. Responsibilities include conducting biweekly 1:1 meetings, implementing programming and advocacy efforts to foster a more equitable and inclusive campus environment, and bringing diverse perspectives to conversations surrounding ASG policy and events.

Contact: Bryson Austin - [baa012@uark.edu](mailto:baa012@uark.edu)

### **Director of Marketing**

Part of the Cabinet Leadership team, this role helps coordinate external marketing efforts including social media, graphics, and posters. This position works to ensure there is equal representation of ASG agents on ASG platforms. They also help advertise programming while keeping students informed of legislation and policies and are responsible for responding to student questions/concerns on social media platforms.

Contact: Ryan Hatch – [rahatch@uark.edu](mailto:rahatch@uark.edu)

### **Director of Campus Relations (New Position)**

Part of the Cabinet Leadership team, this role works to maintain positive relationships between the ASG and the broader campus community. This position's responsibility will include making sure the various relation positions in Cabinet are working cohesively toward the same goal and coordinating appropriate programming and policy initiatives. They will act as a representative, in conjunction with the new liaison roles, to build trust between ASG and on-campus organizations.

Contact: Chief of Staff, Kennedy Maloney - [Kgm011@uark.edu](mailto:Kgm011@uark.edu)

## **Advisors and Deputies**

These positions are subject to the changing needs of each respective executive officer. In short, the executive advisor/deputy positions work closely alongside executive office members to ensure that their duties are being fulfilled.

### **Advisor to the President**

"I look forward to working with an advisor who is driven to continue growing ASG and our ability to represent our student body. My advisor will be expected to undertake a significant time commitment; my ideal advisor is excited about having fun while also being productive! Organization and time management skills will be paramount in this role. I will lean on my advisor during the process of drafting speeches, memorandums, emails, and presentations and encourage anyone interested to demonstrate strong writing through their application and supplemental documents.

If you have questions about this advisor role or want to chat, feel free to send me a text or email - (972) 413-9905 or [mcberrres@uark.edu](mailto:mcberrres@uark.edu)" - Mason Berres, 2024-2025 Student Body President

Contact: Parker Pugh - [parkerp@uark.edu](mailto:parkerp@uark.edu)

### **Advisor to the Vice President**

"My advisor should be excited about our signature programs and traditions! I am looking for someone who is adaptable, attentive to detail, and passionate about making our programs more inclusive and representative of our campus community. Applicants should expect a more significant time commitment during the Fall semester and an interest in exploring further programming work in the Spring semester. Please feel free to reach out any time with questions-more than happy to chat! (562) 441-4992 or [arw054@uark.edu](mailto:arw054@uark.edu)!" - Aleesa Willams, 2023-2024 Student Body Vice President

Contact: Laney Kellybrew - [laneyk@uark.edu](mailto:laneyk@uark.edu)

### **Deputy Treasurer**

"I'm excited to work with a Deputy who is passionate about giving back to the Student Body! This individual should be well versed in varying parts of campus. The tasks they will handle will have to do with both Policy and Programming. For Policy, they will aid me in research on OFA statistics to present to Admin. For Programming, they will aid in putting together two events in the academic year promoting OFA. Beyond these tasks, they will weekly be expected to handle the documentation of minutes and agendas for each meeting. Some traits that I hope to find in my Deputy are hardworking in all of their tasks, driven by their love for the campus, curious to generate new ideas, and compassionate to understand the Student Body's needs as well as the Board. My advisor will be expected to undertake a significant time commitment to aid with the large increase in budgets. That being said, we will spend a great amount of time together so I hope to find someone who knows the right balance between making the job fun while still being productive!! If you have questions about this role or just want to chat, feel free to reach out to me! 501-349-6426 or [rupatel@uark.edu](mailto:rupatel@uark.edu)!" - Rhea Patel, 2024-2025 Student Body Treasurer

Contact: Alexandria May - [apmay@uark.edu](mailto:apmay@uark.edu)

**Deputy Secretary**

“I’m looking forward to working with a deputy who is creative with a strong interest and background in marketing and our campus community as a whole. I am passionate about connecting others to ASG by making our platforms more user-friendly and engaging (through personalizing our content by introducing Instagram reels and promoting our agents specifically through their policies and initiatives). In collaboration with the marketing team, I will rely on my deputy to brainstorm ideas for creating content most efficiently. If you are interested please don’t hesitate to contact me (870) 329-5003 or by email [sroulhac@uark.edu](mailto:sroulhac@uark.edu)” Sydney Roulhac, 2024-2025 Student Body Secretary  
Contact: Brandy Liu - brandyl@uark.edu

## **Marketing**

These positions work closely under the Secretary and Director of Marketing to communicate ASG's initiatives to the student body, ensuring that ASG is accessible to a wide audience.

### **Associate Director of Marketing**

Work within the ASG marketing department to handle the production and distribution of graphics, as well as produce and collect photos for ASG social media, website, and other external outlets. Experience with social media, graphic design, photography, and content production is recommended.

Contact: Emma Mahan - [elmahan@uark.edu](mailto:elmahan@uark.edu)

### **Director of Photography**

Tasked with conducting headshot sessions with each branch, photographing ASG events, and composing promotional materials. Work alongside the rest of the marketing team as a photo editor. Experience with photography and videography is recommended.

Contact: Canon King - [cak017@uark.edu](mailto:cak017@uark.edu)

### **Director of Graphic Design**

Work alongside the rest of the marketing team as a key creator of graphics and other visual content based on marketing requests from within the organization to establish a strong brand for ASG through various marketing outlets. Will also play an active role in developing merchandise for ASG and assisting the marketing team as needed with photography and social media. Experience with social media, graphic design, photography, and content production is recommended.

Contact: Lydia Doolittle - [lydiad@uark.edu](mailto:lydiad@uark.edu), Macey Wyler - [mwyler@uark.edu](mailto:mwyler@uark.edu)

### **Webmaster**

Update and manage the ASG website. Knowledge of WordPress, accessibility features, and minor HTML is recommended.

Contact: Lilly Babin - [lbabin@uark.edu](mailto:lbabin@uark.edu)

## **Policy**

These positions are generally focused on policy initiatives, including, but not limited to, senate legislation and proposals to administration, that advocate for the needs of students. These Cabinet members often work closely alongside senators and university officials to ensure the student body can implement tangible change.

### **Director of Academics**

Work with curriculum, academic resources, academic advising, and university policy to ensure academic equity on campus. This position also oversees the free scantron program provided by ASG.

Contact: Gavin Miller - [jgm017@uark.edu](mailto:jgm017@uark.edu)

### **Director of Open Access Resources**

Oversee the introduction, implementation, and advertisement of advantageous resources, including Open Educational Resources and the Readership Program. Open Educational Resources is a vast campus effort that encourages the use and authorship of free textbooks; read more at <https://libraries.uark.edu/oer/>.

Additionally, all UARK students have access to a free New York Times subscription through ASG's Readership Program.

Contact: Brooke Williard - [williard@uark.edu](mailto:williard@uark.edu)

### **Director of Environmental Affairs**

Work as a liaison between ASG and the Office for Sustainability and advocate for on-campus and eco-friendly initiatives. The position also sits on the Campus Sustainability Council and the Student Sustainability Coalition, which helps RSOs collaborate on sustainable initiatives on campus.

Contact: Amelia Southern Uribe - [afsouthe@uark.edu](mailto:afsouthe@uark.edu)

## **Student Well-Being**

### **Director of Mental Health / Associate Director of Mental Health**

Serve as the point of contact between CAPs and ASG, while working to de-stigmatize mental health through events and policy to promote positive outlets for mental health resources.

Contact: Matthew Hayhurst - [Mthayhur@uark.edu](mailto:Mthayhur@uark.edu), Ella Eureste - [eeureste@uark.edu](mailto:eeureste@uark.edu)

### **Director of Physical Health / Associate Director of Physical Health**

Coordinate ASG's relationship with Pat Walker Health Center and UREC to produce initiatives that improve UARK student health, including sexual health, personal fitness, and proper nutrition, which are matters of interest for the Director of Physical Health.

Contact: Ahmed Tolba - [amtolba@uark.edu](mailto:amtolba@uark.edu), Parker Neal - [parkern@uark.edu](mailto:parkern@uark.edu)

### **Director of Safety / Associate Director of Safety**

Promote the safety of all students through advocacy, as well as oversee Safety Week, Sexual Assault Awareness Month Events, and other programs that respond to campus safety issues. Areas of work include but are not limited to scooter/crosswalk safety, campus lighting and infrastructure issues, and communication with UAPD.

Contact: Sara Leder - [sbleder@uark.edu](mailto:sbleder@uark.edu), Nathan Jung - [njung@uark.edu](mailto:njung@uark.edu)

## **Campus Relations**

Campus Relations encompasses the efforts and strategies employed by ASG to foster positive relationships and collaboration within the university community. This multifaceted role involves engaging with various stakeholders, including students, faculty, staff, and university administration, to address their needs and concerns, promote inclusivity, and enhance the overall campus experience.

### **Director of External Relations / Associate Director of External Relations**

Lead the Razorback Action Group and oversee ASG's non-partisan lobbying efforts to the Arkansas State Legislature. The responsibilities of this position vary on the legislative agenda but will aim to improve student life through legal advocacy. Students who are passionate about government, legislation, and the law-making process are encouraged to apply.

Contact: Miles Epperson - [mteppers@uark.edu](mailto:mteppers@uark.edu), Stephanie Escobar - [scescoba@uark.edu](mailto:scescoba@uark.edu)

### **Director of Municipal Relations**

Build strong and lasting bonds between students, the University, and the greater Northwest Arkansas community. Areas of focus for this position include sustaining the Bud Walton Voting Center, being a liaison to Washington County, and overseeing voter registration efforts.

Contact: Isabella Thompson - [irt002@uark.edu](mailto:irt002@uark.edu)

### **Director of Student Relations**

Advocate for the specific needs of students every year, holding executive office and university officials accountable. This position works closely in promoting the student poll and creating policy and programming initiatives that improve the general student body.

Contact: Kennedy Maloney - [Kgm011@uark.edu](mailto:Kgm011@uark.edu)

### **Director of Community Relations**

The Director of Community Relations creates a place in ASG for community relationship building and hosts on and off-campus opportunities to connect with the broader NWA community. This role involves organizing both on and off-campus opportunities aimed at fostering connections and relationships with various community stakeholders. Worked with the Director of Academics on the Come-As-You-Are Internship/Nonprofit Fair and planned a trip to Crystal Bridges to connect non-traditional students to the broader community. Worked on a student discount database and started working on a nonprofit database that could eventually be put on the ASG website and coordinated ASG's participation in the V.A.C. Full Circle Food Drive.

Contact: Hayden Hasten - [hohasten@uark.edu](mailto:hohasten@uark.edu)

### **Greek Life Liasion (New Position)**

Serve as a bridge between ASG and the Greek community. Communicate and advocate for the interests and concerns of Greek organizations within ASG. Facilitate collaboration and engagement between ASG and Greek organizations for campus-wide events and initiatives. Participation/membership in the Greek Community is encouraged, but not required.

Contact: Chief of Staff, Kennedy Maloney - [Kgm011@uark.edu](mailto:Kgm011@uark.edu)

**RSO Liasion (New Position)**

Act as a liaison between ASG and registered student organizations (RSOs) on campus. Support RSOs in navigating ASG resources, funding opportunities, and campus policies. Advocate for the needs and interests of RSOs within ASG and work to address any concerns or issues they may have.

Contact: Chief of Staff, Kennedy Maloney - Kgm011@uark.edu

**ASG Liasion (New Position)**

Act as a liaison between different branches or committees within ASG. Facilitate communication and collaboration between ASG members to ensure efficient operation and implementation of initiatives. Represent ASG externally to other student organizations, university departments, and the student body.

Contact: Chief of Staff, Kennedy Maloney - Kgm011@uark.edu

**Diverse Student Liasion (New Position)**

Advocate for the needs and interests of diverse student populations within the student body. Collaborate with diverse student organizations, multicultural centers, and other relevant entities to address issues related to diversity, equity, and inclusion. Promote and support initiatives that celebrate diversity and foster inclusivity on campus. Host roundtables and meetings with diverse student groups.

Contact: Chief of Staff, Kennedy Maloney - Kgm011@uark.edu



## **Programming**

### **Director of Athletics / Associate Director of Athletics**

Work closely with Razorback athletic programs and officials to oversee the planning of events such as International Game Day, Hot Dogs with Head Hogs, and Rollin' with the Razorbacks, as well as the promotion of various athletic resources such as the Student Access Pass.

Contact: Sydney Roulhac - [sroulhac@uark.edu](mailto:sroulhac@uark.edu), John Mitchell - [jdm099@uark.edu](mailto:jdm099@uark.edu)

### **Director of Campus Life**

Create unique and exciting change on campus that uplifts student life, as well as meet bi-weekly with campus dining services to advocate for student needs. This position relies on someone with creativity and flexibility to have the best impact on student needs and desires.

Contact: Hannah Drury - [hcdrury@uark.edu](mailto:hcdrury@uark.edu), Madeline Jefferies - [mjjeffri@uark.edu](mailto:mjjeffri@uark.edu)

### **Director of Dining Services**

The director of Dining Services serves as an advocate for students when it comes to dining-related issues. The director of Dining Services has biweekly meetings with Chartwells Administration where student dining initiatives and overall dining updates are discussed. This role also holds a semesterly meal swipe donation drive where meal swipes are collected for fellow students in need. The director of Dining Services often collaborates with members of the ASG Executive team to see through any dining initiatives set during their campaign as well as members of the ASG Senate Research Committee that collects any data related to student feedback on dining.

Contact: Judy Kamau - [jwk008@uark.edu](mailto:jwk008@uark.edu)

### **Director of Lifetime Engagement / Associate Director of Lifetime Engagement**

Curate and implement programming related to student retention and ASG alumni engagement to ensure the ongoing success of ASG. This position also oversees the creation and maintenance of a scholarship funded by ASG alumni.

Contact: Averi Foster - [averif@uark.edu](mailto:averif@uark.edu)

### **Director of Special Events**

Work with the Vice President to help with event planning and ensure that they are successful for all students involved. The responsibilities of this role are broad and encompass some of the campus' most cherished traditions, such as the Homecoming Court and the Dr. Martin Luther King Jr. Vigil.

Contact: Amanda Hux - [Ahux@uark.edu](mailto:Ahux@uark.edu)

**Director of Recruitment / Associate Director of Recruitment**

Develop and implement recruiting strategies for the summer, fall, and spring terms. This role is designed to work with students interested in joining ASG, specifically the Freshman Leadership Forum program, and to recruit students for campus committees.

Contact: Hadley Burke – [hhburke@uark.edu](mailto:hhburke@uark.edu), Rachel Hoyos - [rhoyos@uark.edu](mailto:rhoyos@uark.edu)

**Director of Veterans Affairs**

Represent veterans on our campus by supporting and highlighting our military affiliates who commit themselves to defending the United States, including through RSO outreach, networking with ROTC, and advocating for veteran communities.

Contact: Emma Gardner - [ecg013@uark.edu](mailto:ecg013@uark.edu)

## **Diversity and Inclusion**

### **Associate Director of Diversity & Inclusion Programming**

Assist the Director of Diversity and Inclusion in promoting diverse voices through ASG programming initiatives. This position will serve alongside other members of the new ASG Diversity and Inclusion Committee and will play a crucial role in developing the format and structure of this committee.

Contact: India Young - [iayoung@uark.edu](mailto:iayoung@uark.edu), Khushi Sharma - [khushis@uark.edu](mailto:khushis@uark.edu)

### **Associate Director of Diversity & Inclusion Policy**

Assist the Director of Diversity and Inclusion in promoting diverse voices through ASG policy initiatives. This position will serve alongside other members of the new ASG Diversity and Inclusion Committee and will play a crucial role in developing the format and structure of this committee.

Contact: India Young - [iayoung@uark.edu](mailto:iayoung@uark.edu), Khushi Sharma - [khushis@uark.edu](mailto:khushis@uark.edu)

### **Director of Accessibility**

Facilitate exchange between ASG and students with disabilities, promoting relevant resources such as the EMPOWER program and Center for Educational Access, as well as organize a Campus Accessibility Tour and write relevant policy to promote a more inclusive campus.

Contact: Josie Raftelis - [raftelis@uark.edu](mailto:raftelis@uark.edu)

### **Director of Global Awareness**

This position has a specific focus on coordinating events and policies that involve and reflect the needs of the international student community.

Contact: Rayahn Sharif - [rs071@uark.edu](mailto:rs071@uark.edu)

## **Heads of ASG-Sponsored Programs**

These positions work to oversee the implementation of ASG-Sponsored programs. They fall in a separate category, as the large majority of their work comes from heading committees while also collaborating on policy, programming, and marketing efforts.

### **Director of Boss Hog Outfitters Logistics**

Boss Hog Outfitters (BHO) provides business attire to university students during professional events, job fairs, interviews, and course projects. Both men's and women's professional attire is available for students to borrow at no cost. This position oversees BHO operations and maintains a strong partnership with the Career Development Center.

Contact: Grace Martin – gem005@uark.edu

### **Director of Boss Hog Outfitters Marketing**

Boss Hog Outfitters (BHO) provides business attire to university students during professional events, job fairs, interviews, and course projects. Both men's and women's professional attire is available for students to borrow at no cost. This position oversees BHO's social media accounts and will work closely with the cabinet marketing team.

Contact: Zella Heater - zheater@uark.edu

### **Director of Safe Ride**

Run marketing and event programming for the Safe Ride Program, as well as oversee the Safe Ride Committee, which is composed of health, Transit and Parking, and Student Affairs administrators.

Contact: Madison Mikuska - mjmikusk@uark.edu

### **Director of Parking & Transit**

Facilitate the Work It Off Program, which saves students thousands of dollars in parking fines every year. Additional responsibilities include serving on the Parking and Transit Committee and meeting with the administration about parking issues on campus.

Contact: Kennedy Rausch - kprausch@uark.edu

## **Cabinet Operations**

Cabinet operations refer to the administrative and managerial functions that support the smooth functioning of the Associated Student Government (ASG) cabinet. The cabinet serves as the executive branch of the student government and is responsible for implementing policies, managing resources, and overseeing various initiatives aimed at serving the student body.

### **Cabinet Archivist**

Maintain accurate records and archives of the Associated Student Government's (ASG) activities, decisions, and historical documents. Organize and categorize digital and physical records, ensuring easy retrieval and accessibility for future reference. Preserve historical materials, including meeting minutes, reports, correspondence, and photographs, following archival best practices. Collaborate with other ASG members to document significant events, achievements, and milestones.

Contact: Chief of Staff, Kennedy Maloney - [Kgm011@uark.edu](mailto:Kgm011@uark.edu)

## Supplemental Document Examples: Cabinet

What is a Supplemental Document?

- An extra document beyond your application that explains ideas you have for the position or how you see the position working.

What is the format?

- The format can be bullet point or paragraph format.
- The position(s) should be ordered from most preferred to least preferred. If you have no preference, that can be pointed out in your interview.
- If you are applying for 1 position, you can make your supplemental a maximum of 2 pages.
- If you are applying for 2 positions, you can make your supplemental a maximum of 4 pages.
- If you are applying for 3 positions, you can make your supplemental a maximum of 6 pages.

What should **NOT** be included in your Supplemental?

- Past accomplishments & achievements.
- Anything straying from the positions you are applying for.

Do I need to fill a Supplemental Document out?

- Yes! Everyone is required to submit a Supplemental Document for Cabinet!

What should they look like?

- Attached below is a sample document!
- Please note this is solely a sample.
- Your Supplemental can differ from this and that is okay!
- Provided for you are two real supplementals from current cabinet members and one generic template.
- If you still have questions, you can reach out to me at [kgm011@uark.edu](mailto:kgm011@uark.edu)

We look forward to seeing your supplemental document! Please be prepared to answer questions related to both your supplemental and Hogsync application.

Kennedy Maloney, Chief of Staff 2024-2025

## **Boss Hog Outfitters Director**

### **Collaboration**

#### Within ASG

- Collaborate within Executive Cabinet to develop Boss Hog social media, specifically the Instagram
- Director/Deputy Director of Marketing, Director of Graphic Design
- Partner with the Director of Sustainability for initiatives and outreach on campus, through clothing drives & programming, etc.

#### Outside of ASG

- Outreach with the student body
  - Clothing drives/initiatives
- Outreach with administration & professors
  - The bulk of donations are from admin/professors at UofA who donate old professional clothing
  - Initiate and continue relationships with professors to spread awareness with other colleagues and departments
- Outreach with Career Development Center
  - Continue a strong relationship with Career Development to stay relevant on upcoming career fairs & offer an outlet for students needing professional clothing

#### Relationships within the community

- Reach out to local thrift & consignment shops for partnerships

### **Communication**

#### Social Media

- Awareness – Instagram update
  - Mirror after Plato's Closet or Daisy Exchange
  - Put together outfits to post
  - Cultivate more of a student following- the goal is at least 200+
  - Insta takeovers
  - New & Upcoming inventory announcements
  - Highlight partnership career developments
  - Spotlight upcoming career opportunities & fairs
  - Get the BHO page out there through highlighting on ASG & career development Instagram

### **Inclusivity**

#### Size Inclusivity

- Take current inventory
- Expand the closet to have a wider range of size options

#### Update clothing within the closet

- Trendy/modern adds to overall student confidence going into the professional world & career fairs

## **Director of Student Relations**

### **Social Media**

#### *"Hear Me Out"*

Post a link to a Google form once a month on the ASG Instagram that encourages students to speak their minds on what's happening on campus outside of the student poll. Have a QR code available for students without Instagram to feel heard too. Post in highly populated areas

#### *Mini Polls*

Once a month students can vote on a mini poll posted to the ASG Instagram. These would include fun "this or that" type questions.  
This or that: Curry Corner or Fujisan  
This or that: Mullins 3rd Floor or Mullins 4th Floor

### **Student Poll**

#### *Data Analytics Committee*

As a data science student, I'm always looking for a project to help with. The mass amounts of data produced by the student poll could be analyzed by me and a small team of 2-3 other students interested in data analytics. This allows for more insight so I can better reason with university officials.

#### *RSO President Mailing List*

To make the student poll as accessible as possible, I want to email every RSO president we have on file the link to the student poll. In the email, I would like to include ways to incentivize students in their RSO to take the poll.

#### *RSO Visits*

We have over 400 RSOs on campus. I won't be able to meet with everyone, but I would like to meet with RSOs who focus on minority groups or underserved groups at the U of A. These insights will be incredibly valuable to me. I plan to then promote the student poll and other ways to get your voice heard.



## **Position Name**

Mission statement here - this is a great way to introduce yourself further & give a brief overview of why you want to be in the Executive Cabinet.

### **Idea One**

- Example
- Example
- Example

### **Idea Two**

- Example
- Example
- Example

### **Idea Three**

- Example
- Example
- Example

**Etc.**

Conclusion