



Director Application Package

Introduction: *The Organization for Arts Students and Interdisciplinary Studies is an inclusive and transparent arts faculty association existing to offer useful services, to connect its diverse membership, and to advocate so that arts students may enjoy an enriching and valuable undergraduate experience.*

In order to engage a wider audience in the affairs of the OASIS, Executives have the authority to delegate parts of their portfolio to Members. A Director is responsible for a specific task that falls under an Executive's portfolio, and should work closely with the Executive to ensure the smooth operation of that project. While working hours can vary, the Director should expect to dedicate **at least three hours per week** on their responsibilities.

Positions: Available Director positions can be found below or online at WWW.Arts-Oasis.com. The positions have been sorted by executive portfolio, which are highlighted in blue. Descriptions of most directorships can be found online at Arts-Oasis.com/Directorships Please read the descriptions of each position and on the application sheet on the third page list your first, second, and third choices.

President	Academic	Finance
Arts Governance	Academic Programming	Budgeting
Mentorship	Departmental Associations	Granting
External	Internal	Events/Outreach
Volunteers	Web Design/Photography	Events
Study Groups	Marketing/Social Media	Feedback
Business/Sponsorships	Locker Rentals	
	Communications	

Process: Interested Members should fill out the application package found below and submit a letter of intent and resume. The overseeing Executive will review these documents and will contact shortlisted candidates for an interview.

The term for Directors will last from until April 30, 2019. Transition documentation will be available for each incoming Director, and training will be provided by the overseeing Executive.

Deadlines: Directorships will be functioning on a first come first serve basis for the 2018-19 year. Electronic applications, especially supporting documents, are encouraged to save resources and to facilitate distribution, and should be sent to [oasis@ualberta.ca](mailto: oasis@ualberta.ca).

Contact Information: If you have any questions, please email [oasis@ualberta.ca](mailto: oasis@ualberta.ca).



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Personal Information

Name: _____

Program and Year of Study: _____

Email Address: _____

Telephone Number: _____

Application

First Choice: _____

Second Choice*: _____

Third Choice*: _____

I am comfortable holding (1 , 2 , 3) positions.

Please circle/bold one.

**Listing three choices is optional, but highly recommended. The letter of intent may be a maximum of 1 page for applications with only one choice, 1.5 pages for two choices, and 2 pages for three choices. The letter should outline the relevant skills and experiences, your motivations for the position(s), and what you would like to accomplish in each position.*

Please confirm you have attached the following supporting documents to this application.

Electronic submissions to oasis@ualberta.ca are encouraged:

- ✓ Letter of intent*
- ✓ Maximum two-page resume

Thank you for your application for a Directorship position with the Organization for Arts Students and Interdisciplinary Studies. We thank you for your time, but only shortlisted candidates will be contacted for an interviews.