

INTERNATIONAL STUDENT ASSOCIATION

2020 – 2021 Executive Board Application

Thank you for your interest in becoming part of the ISA Team!

With almost 300 general body members, Bentley's International Student Association (ISA) has become one of the largest cultural organization on campus. For over 25 years, ISA has been planning recreational events for the international community on campus to get acquainted with the New England area. In the recent years, these events include trips to Six Flags New England, Salem during Halloween and Museums Trip to New York City. The above events, mainly occur in the Fall semester, while in the Spring, we focus on planning Festival of Colors (FOC). FOC is one of the largest cultural events on campus. It features performers from on and off-campus and from around the world including talented individuals and student organizations. The event is finalized with an international food reception for all performers, attendees, and team members to enjoy.

Our team recently founded an initiative within ISA called Global Voice. Through Global Voice, ISA looks to expand its purposes to be larger than merely entertaining, we want to serve as the medium through which Bentley's community can express its concerns, recommendations, or feedback to the various offices and departments that deal with international students at Bentley. We aim to become an organization where international students look up to when problems arise and new solutions need to be developed. We wish for this upcoming year to keep targeting important concerns for international students as well as find new ways to improve their college experience

Although ISA team members have specific responsibilities to their roles, our team is highly collaborative. As such, we expect all E-Board members to attend weekly meetings and ISA events, work diligently to fulfill their responsibilities, and be prepared to assist the rest of the E-Board. Our success and prestige as one of the largest and oldest student organizations at Bentley is possible thanks to the dedication and passion of our members. We celebrate diversity and encourage students to seek out international experiences. As you apply to a position in our E-Board, you are applying to embody and showcase the culture of ISA.

APPLICATION PROCESS

While you complete your application, keep in mind that we look to gain knowledge about yourself, your perspective on diversity and inclusion, and how you would contribute to ISA.

THE SUBMISSION DEADLINE IS FRIDAY, MAY 1ST AT MIDNIGHT

- Fill and submit your application [here](#) (link: <https://forms.gle/2puw31WS3omYW9tYA>)
- Interviews will be held via ZOOM the following week. A sign-up link for time slots will be sent once you submit your application.
- If you have any questions, feel free to reach us at ga_isa@bentley.edu

We're looking forward to meeting you and good luck!

POSITIONS AVAILABLE

Events Vice President	<ul style="list-style-type: none"> • Command and oversee all Events related projects and activities • Strategize tasks needed for each event (Bus rental, ticket purchase, any other coordination) • Assumes the duties of the President in his or her absence • Represents organization at official functions • Remains fair and impartial during organizational decision making processes • Work collaboratively with the president • Meets biweekly with the ISA's advisor along with Global Voice VP and President
Global Voice Vice President	<ul style="list-style-type: none"> • Command and oversee all Global Voice-related projects and activities to advocate and represent the international community at Bentley • Plan and organize an alumni career panel event in the Fall semester and a student career panel event in Spring semester in collaboration with Career Services • Conduct focus groups for international students and gather information on relevant issues that need to be addressed and improved • Build relationships and partnerships with different departments, individuals and organizations across campus to help improve the chosen issues to be targeted • Meets biweekly with the ISA's advisor along with Events VP and President
Global Voice Manager	<ul style="list-style-type: none"> • Work collaboratively with the Global Voice VP in projects and activities that advocate and represent the international community at Bentley. • Act as a link between the different departments on campus and the organization to maintain and develop new partnerships. • In charge of suggesting new projects and coming up with new ideas that Global Voice can take on to promote and further our goal as a voice and an outlet for the concerns, feedback and recommendations of the international community.
Treasurer	<ul style="list-style-type: none"> • Serve as contact and liaison between ISA and AIA • Keep records of rollover money and all ISA expenses as necessary • Get reimbursements for the rest of the E-Board • Submit monthly ETFs with records of expenses • Create ISA's yearly budget collaboratively with the President • Implement all organizational policies in regard to funds • Conduct budget appeals when necessary
Secretary	<ul style="list-style-type: none"> • Manage ISA's email account, GA_ISA@bentley.edu, which entails answering and sending emails to our general body about as directed by the President • Take notes on every E-Board meeting with a consistent formatting about the most important points discussed and make them available for all E-Board members • Keep an up-to-date and organized list of General Body members • Create a log of number of people that attended each event (i.e. sign-ups) • Create and send surveys to obtain input on events from participants • Take attendance on E-Board meetings, events and activities • Update website www.isabentley.com with any relevant material

Marketing Manager	<ul style="list-style-type: none"> • Design, approve, print and plan the distribution of all flyers and artwork for all ISA events, including Global Voice initiatives • Take photos and videos during events and upload them to our shared Google Drive • Create the design of the web page to be used during the year and make necessary changes throughout • Design ISA Tshirt and/or Sweater • Make enough copies of flyers for events, distribute to EBoard members • Make sure the campus is covered in marketing material for events. Flyers are up in all buildings and if taken down, make more copies and distribute to respective E-Board member.
SP&E Liaison	<ul style="list-style-type: none"> • Serve as the liaison between ISA and all matters relating to SP&E and HYPE • Submit and keep track of requests for ticket sales on MyBentley for ISA events • Request, sign, and submit documents including transportation contracts, CPB forms, fundraising approvals, and off-campus event waivers • Meet and build relationship with ISA's SP&E cluster advisor as necessary • Promote nominations for the Bentley SPEAK Awards • In charge of ISA engagement in SP&E workshops and activities (i.e. Org Challenge)
Student Affairs Manager	<ul style="list-style-type: none"> • Manage room bookings and set up for all meetings and events • Make sure the set up for the event is determined with enough anticipation • Contact facilities for equipment and supplies needed for any event • Contact Sodexo for food waivers, food orders, etc. • Create a list and keep track of the inventory available in the ISA storage • In the absence of the Secretary, Student Affairs Officer is expected to take the meeting minutes and share them with the rest of the E-Board
Senior Advisor <u>Eligibility Note:</u> Position is only available for students who have had +2 years of experience in ISA's Eboard	<ul style="list-style-type: none"> • Guide and advise both the Freshmen Liaison(s) their roles and hold one-on-one meetings as needed • Help the Liaisons in their event for the Fall semester • Coordinate and execute recruitment process for Freshman and Exchange Liaison positions at the beginning of the Fall semester • Assist the President with any assigned tasks when needed • In charge of preparing brief group dynamics for E-Board meetings • Coordinate E-Board social events (at least 1 per semester) • Assist SP&E liaison in ISA's Org Challenge participation
Public Affairs Manager	<ul style="list-style-type: none"> • Create and manage ISA's brand and communication strategy • Develop ISA's mission, vision, goals, and values, as needed • Post, update, and manage ISA's social media • Come up with ideas on how to strengthen ISA's social media presence • Contact other organizations to collaborate on promoting events • Post Instagram stories during events • In the absence of the Marketing Manager, is responsible to take photos/videos during events • Create posts with all individual pictures of the E-Board members with a description of their role/nationality/experiences/fun fact... (instagram, facebook) • Remain active on social media all year long. Come up with Challenges, Story templates, Programs (Introductions, Testimonials, Member of the Week, Spotlights)