


Junior Officer Application
Chinese Student Association
Fall 2024- Spring 2025

A Junior Officer is a CSA member who wishes to contribute to our organization through teamwork, leadership, and positivity. Junior Officers are encouraged to voice their opinions and ideas to our officers in order for CSA to become a better organization. The basic responsibilities of a Junior Officer are:

- ❖ Mandatory attendance for Junior Officer meetings (most last 2 hours at max, they may be shorter depending on amount to cover).
- ❖ Sit in on at least 3 Officer Meetings per semester.
Your input is well valued in our planning process. If you cannot attend the meetings because of class/lab, proof must be provided. This year, Officer Meetings are every Sunday from 4-6 p.m. at Jester A218A.
- ❖ Table for CSA events when necessary, usually for 2 weeks - 1 month at a time
- ❖ Be active and committed to the organization.
- ❖ Help CSA fundraise and plan out a fundraiser
- ❖ As a group, organize separate events from the officer board. Guidance by the officer board will be provided.
- ❖ **Here are the official rules for Junior Officer Board, which will be discussed at first JOM:**
 **JO RESPONSIBILITIES 24-25**

Along with these responsibilities, All JO's are expected to help CSA Officers put on larger events such as the Mid-Autumn Festival, Semi-Formals, and Formals. You will perform tasks such as Set Up, Decorations, and Food distribution.

This application is due **February 2nd, 2025 by 11:59 PM**. Please email all completed applications to **texascsvpinternal@gmail.com**. If you have any questions, please send an email to **texascsvpinternal@gmail.com**. Do not hesitate to email if you want to request a due date extension, and it may be allowed if you have a valid reason.

Please fill out the following application:

Name:

Year:

Major:

Phone Number:

Discord handle:

Email Address:

Live on campus/off-campus:

Transportation methods (do you have a car?):

The following questions are short answer styled. Please provide a paragraph response (5-10 sentences) or less. Keep in mind this is only a portion in the decision making process, but please make sure to answer to the best of your ability.

Required:

- 1.) Why are you applying as a Junior Officer, and what do you hope to accomplish?
- 2.) Do you have any experience helping run an organization? If so, please detail your most significant experience.
- 3.) To you, what is the most important part of being in a team?
- 4.) Name an instance of conflict with another person/persons. How did you resolve it? What methods did you implement? What is the best way (with this gained experience) to solve social/personal conflicts with others?
- 5.) What is your main strength (what makes you unique) and what would you say is your greatest weakness?
- 6.) As a Junior Officer, you are expected to assume responsibility for any assigned tasks you may receive or volunteer for. How busy will you be this coming year? Please attach a copy of your schedule and note any research, work, or other commitments below.

OPTIONAL QUESTIONS: Feel free to choose and complete any of these, but you do not have to answer any of them if you do not want to.

- 1.) What was a challenge you had in the past? And how did you overcome it?
- 2.) Name one event you would like to plan for CSA, and how you would go about doing so.

If possible, name the specifics. You have a \$100 budget for an event for about 30 people.

3.) Is there a particular officer you are willing to shadow/want to explore more into?
