

Emiliana Dalila Morales



Kent Interhall Council
Director of Business Operations

2017-2018

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Letter of Intent

March 10, 2017

Dear Kent Interhall Council,

I am pleased to submit my bid for Director of Business Operations (DBO) of Kent Interhall Council (KIC). I want to take the time to thank all of you for reading my bid packet and dedicating your time to enhancing, not just your individual hall councils and the KIC community, but Kent State as a whole. I chose to run for Director Business Operations because I believe that the Director of Business Operations plays an integral role in, not just KIC, but also each Hall Council. I have already met with Austen, the current DBO, to learn more about the responsibilities of the position and to learn about the way KIC operates. I have reviewed the constitution, rentals, minutes and the new additions to the position. I intend to approve on the current systems in place, to assist KIC and the Hall Councils to operate more efficiently. After the reconstruction of KIC, the Director of Business Operations gained more responsibilities, including fundraising. Fundraising plays a huge role in connecting KIC with the community, but also allows for each hall council to get involved with important community issues. Heading up fundraising for KIC, I will to be able to increase the total number of fundraisers will generate new types of fundraisers for Hall Councils and the KIC community. I hope for each hall council to take the time to read through my bid, and make the best decision for their hall council, and the KIC community as a whole.

Thank you for your consideration

A handwritten signature in black ink, appearing to read 'Emiliana Morales', with a long horizontal stroke extending to the right.

Emiliana Morales

Student Information

Emiliana Morales

Email: emorale9@kent.edu

Class Standing: Fourth Year

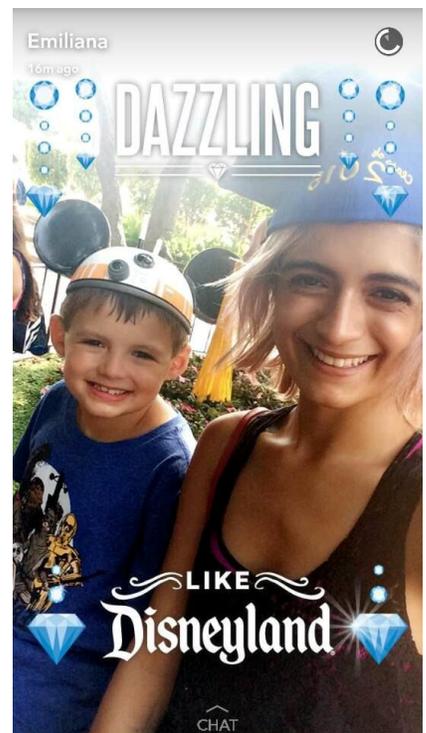
Major: International Relations
and Economics

Minor: Spanish

Semesters On-Campus:

Fall 2016 - Spring 2017

Beall Hall



Experience

Leadership Experience:

- Transfer Kent State Ambassador Summer 2017
- Green Dot Training Spring 2017
- A.L.I.C.E. Training Spring 2017
- Peer Leadership Course Spring 2017
- Sibs & Kids Committee
Spring 2017
- Relay for Life Committee
Spring 2017
- KIC Social Justice
Advocacy Committee
Spring 2017
- Beall, McDowell & Van Campen Director of
Publicity Fall 2016 - Spring 2017
- Beall, McDowell & Van Campen Hall Council
Representative Fall 2016
- Peer Educator at Planned Parenthood Spring
2010 - Fall 2014



Job Experience:

- Fashion Design and Administrative Intern
Fall 2015 - Summer 2016
- Assistant Photographer Intern
Spring 2015 - Summer 2016
- Fabric Sales Intern
Spring 2016
- Pattern Design Intern
Fall 2014 - Spring 2015



Volunteer Experience:

- Kids' World Northwest
Fall 2008- Current

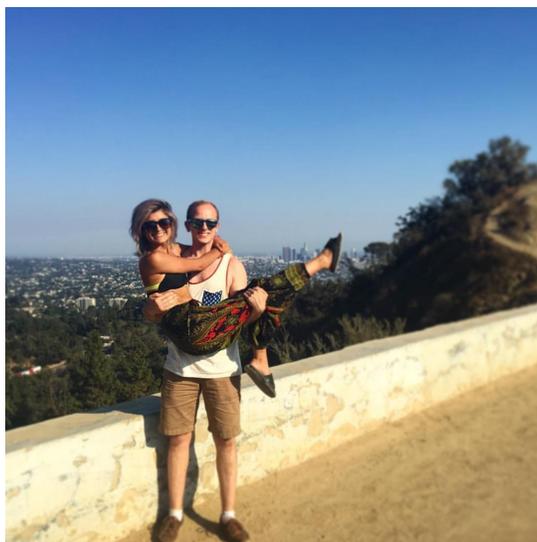
Awards and Recognition:

- Black Squirrel Award
for January 2017
Student Of The Month
from NRHH



Goals

- Re-vamp Unbudgeted Funds, in order to encourage interhall programming, focusing on the KIC community.
- Encourage Co-Sponsorship with other Student Organizations around campus
- Find new and interesting ways to fundraise in order to increase more involvement within the KIC and Hall Council communities
- Improve and build on the existing systems
- Buy a lid for the Cotton Candy Machine



Essay Questions

The positional duties and how you would accomplish them.

The duties for the Director of Business Operations (DBO) includes the oversight of KIC financial operations, functioning as a resource to aid Hall Councils in conducting monetary business, recording and distributing meeting minutes, and coordinating fundraising efforts. To accomplish the positional duties, I will evaluate current systems and look for areas of improvement. In order to make myself



a resource for Hall Councils, I will actively encourage Halls to come and ask questions. Also, I will attend all my office hours and building buddy meetings. I will be keeping the Treasurer and Secretary Meetings, as well as the Fundraising Committee, and hope to have one on one time with individuals on the Hall Councils. I will encourage halls to use the unbudgeted funds and to find organizations to co-sponsor. I will make sure to stay organized, keep to deadlines and encourage my fellow E-board members to do the same. Which will in turn allow the budgeting and rental programs to continue to run efficiently. I will with also follow through with Parliamentary procedures, taking minutes for both the E-board and general meetings, reviewing individual Hall Council minutes, and inspire Hall Councils to do Creative Minutes. I will make sure to keep everything organized and communicate with Hall Councils to ensure that each hall is

getting the most out of their KIC experience. Lastly, part of the new restructure, DBO is now going to become a historian. I think that this is a great idea because it will allow for KIC to be able to not have to “reinvent the wheel” every time, but it will help hall councils to have a new resource to use. I plan to create systems in order to best serve this new role.



Your goals for the position and plans to achieve them.

I have three main goals for the Director of Business Operations (DBO). The first is to re-vamp and encourage halls to use the unbudgeted funds. I plan to achieve this by working with halls to create programs that boost interhall and community development. The second is to strengthen the co-sponsor program through KIC. I think this program is very important because it helps build a stronger KSU community. I plan to achieve this by creating and maintaining contacts throughout different student



organizations and encourage them to partner with KIC. My last goal is to implement new and interesting ways to fundraise, while keeping the fundraisers KIC already has. I will do this by working closely with the Director of Community Development and the rest of the E-board to find improvements in the fundraising efforts we already have in place. The Fundraising committee, will allow for Hall Councils and DBO

to find interesting and unique fundraisers that will get everyone involved.

Personal benefits you will get from this position.

Director of Business Operations will push me out of my comfort zone and help me further my career. My career aspirations includes helping run



nonprofits either domestically or internationally. This position will increase my ability to maintain budgets, and become more accustomed to how to run an organization. This position will push me out of my comfort zone because I have always been able to state my opinion and public speaking comes naturally. But what I find uncomfortable is staying back and listening to my peers about what their needs are. This will further my leadership skills by forcing me to find new ways in helping others and meeting their needs.

How the organization with benefit from having you in this role.

KIC will benefit by me being the Director of Business Operations (DBO) because of my commitment to the position, my multi-tasking, and organizational skills. Throughout my college career, I have always kept a full class load, while having full time internships. In order to be successful, I had to learn how to not just keep with deadlines and multitask, but also to prioritize my time to best complete a task at hand.

Why you think getting involved on campus is important.

Getting involved on campus is vital to the college experience and completion of college. Joining on-campus organizations allows for students to feel part of the campus community. Being part of the campus community gives students a reason to personally connect with the university which increase daily success in academic and personal achievements. It also exposes students to other students from a variety of different backgrounds and unfamiliar experiences to increase their knowledge of the outside world. Additionally, students gain leadership and communication skills which future employers will value highly. Having a personal connection to the university also increases the likelihood of graduating and contributing to the university as an alumni.



Your leadership style and approach.

My leadership style is collaborative. I like working with a diverse group of people because I find that the best way to complete a problem is to use everyone's input. Using this information I work to implement changes that are best for the organization. I find this approach gives ownership to the people within the organization, who will in turn be inspired to achieve and accomplish more.

Time Commitments

Spring 2017 (Current)

Credit Hours: 15

Beall, McDowell & Van Campen E-Board & General Meetings

KIC General Meetings

Sibs and Kids Committee

Relay for Life Committee

Advocacy Committee

Sister Circle

Fall 2017

Credit Hours: 18

KIC

Sister Circle

SALSA

Spring 2018

Credit Hours 18-21

KIC

Sister Circle

SALSA



Acknowledgements

I would like to thank the people who support and consistently encourage me to do my best:

My Mom

My Brothers, Ethan and Tiler

Jacob Johnson

My Grandma

Emily Greenbaum

Ryan Pasquino

Alycia Quellhorst

Dr. Julie Mazzei

Ashley Williams

Max Yearian

Dylan Oliver

Ryan Pasquino

Tessa Rodgers

Will Sherwood

Alycia Quellhorst

Hannah Modic

Austen Zemrock

Justin Santiago

Noah Mills



And everyone else who has contributed to the person I am today!

Good Luck to Everyone Running!



Thank You for Your Consideration