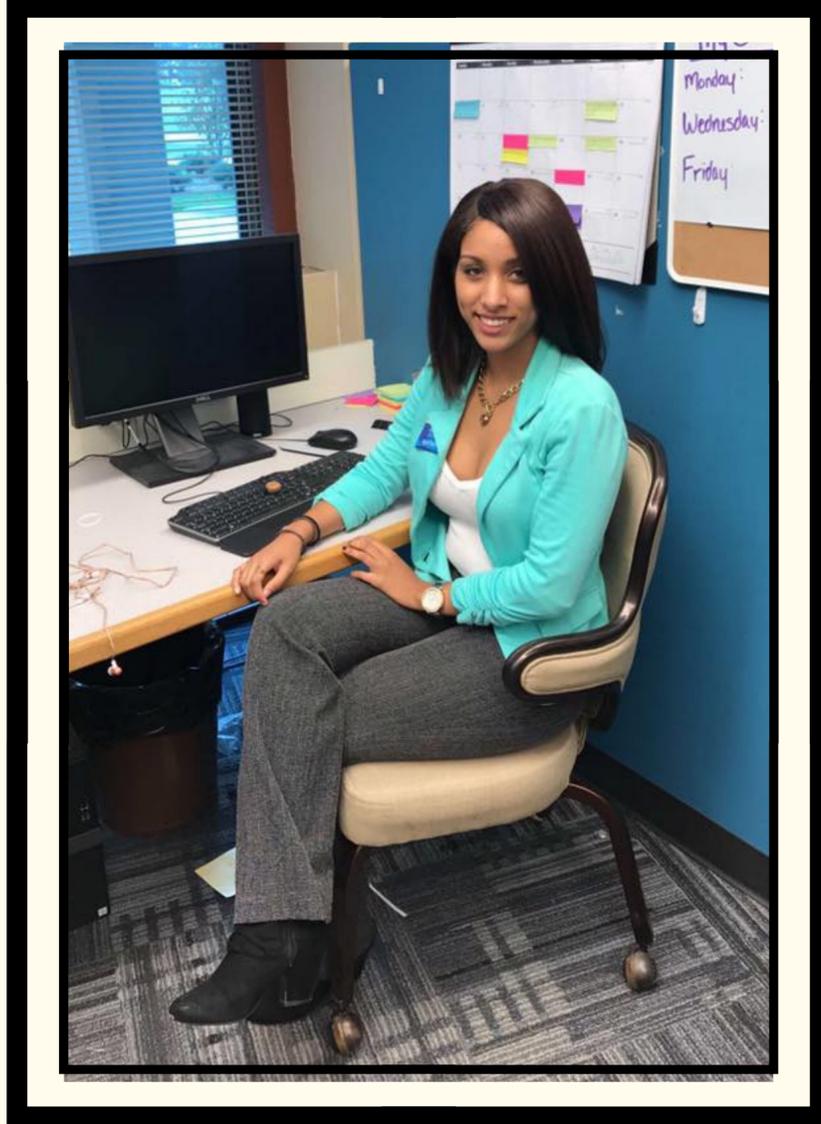


MARY SIMON

**EXECUTIVE
DIRECTOR**

**Kent Interhall Council
2018-2019**





Dear Kent Interhall Council,

Thank you so much for reviewing my bid packet and giving me your time. I am so excited to be running for Executive Diirector of KIC. I never knew in a million years that this opportnity would present itself and I am beyond honored to give you my insights on how to expand KIC. KIC has been my life since my freshman year and holds a special place in my heart. I am running for Executive Director because I want to help KIC reach greater heights by sharing my knowledge from being involved with KIC this year to the new e-board.

Executive Director is able to communicate with so many people and establish relationships on and off campus. I intend to lead KIC to greater heights by increasing KIC involvement in the community, building relationships with organizations we have worked with previously and new, guiding the new e-board based off of previous experiences, and shining a positive light into the atmosphere.

Thank you so much for your consideration,

Mary Simon

Student Information:

Name: Mary Simon

Year: Junior

Major: Psychology

E-mail: msimon16@kent.edu

Residence Info:

Dunbar Hall Fall 2015- Spring 2016

Wright Hall Fall 2016- Spring 2017

Beall Hall Fall 2017 - Spring 2018



Leadership Experience:

Director of Marketing of Kent Interhall Council

Fall 2017-Spring 2018

- Responsible for all marketing initiatives
- Communicate with Signum for designs for events
- Maintain and update the KIC website
- Attend drupal training over the summer
- Chair student organization fairs to represent KIC
- Distribute flyers for organizations partnering with KIC



President of Wright Hall Council

Fall 2016 - Spring 2017

- Direct hall council meetings
- Create collaterals
- Create agendas for hall council meetings
- Support and motivate hall council meetings
- Serve as a role model to my peers
- Engage with the community and arrange events



Director of Publicity of Dunbar Hall Council

Fall 2015- Spring 2016

- Hang fliers in a timely manner
- Responsible for creating and managing bulletin boards
- Make fliers for hall council events
- Create ways to communicate effectively with the community
- Communicate with the community about events around campus
- Voted Director of Publicity of the Year 2015-2016



Sibs and Kids Committee

Spring 2016 - Spring 2017

- Gave ideas to help organize sibs and kids weekend
- Suggest Prize Ideas



Relay For Life/ Strike Out Cancer Committee

Spring 2017

- Gave ideas to organize and prepare for Strike Out Cancer
- Fundraised for Relay for Life
- Discussed Prize Options



Volunteer Experience:

Habitat for Humanity

Spring 2016

- Worked as a team with fellow volunteers to achieve tasks productively
- Worked with peers in order to help finish a house



Mt. Carmel Soup Kitchen

Winter 2016 - Spring 2017

- Helped feed the homeless and hungry
- Prepared church punch
- Placed silverware and set tables
- Served food and drinks to the needy

Job Experience

Secretary Assistant at Trinity West Hospital

Summer 2017 - Present

- Responded to calls when secretary was absent
- Filed charts for hospital employees
- Made charts for new hires
- Assembled badges for employees

Receptionist at Trinity West Hospital

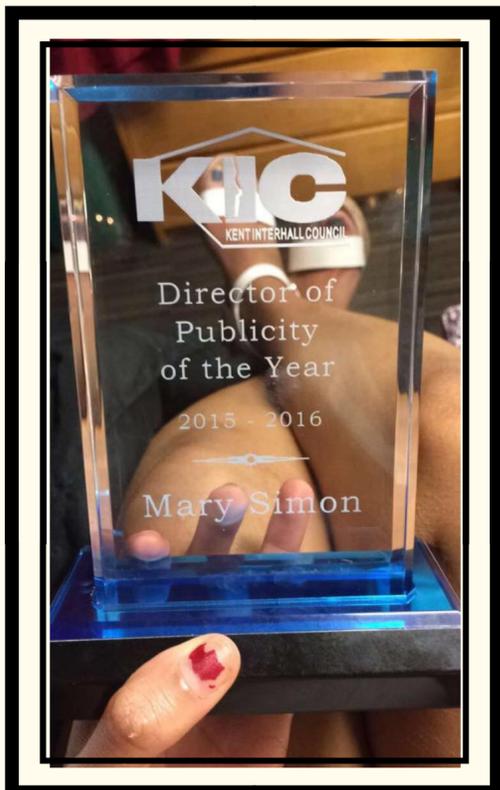
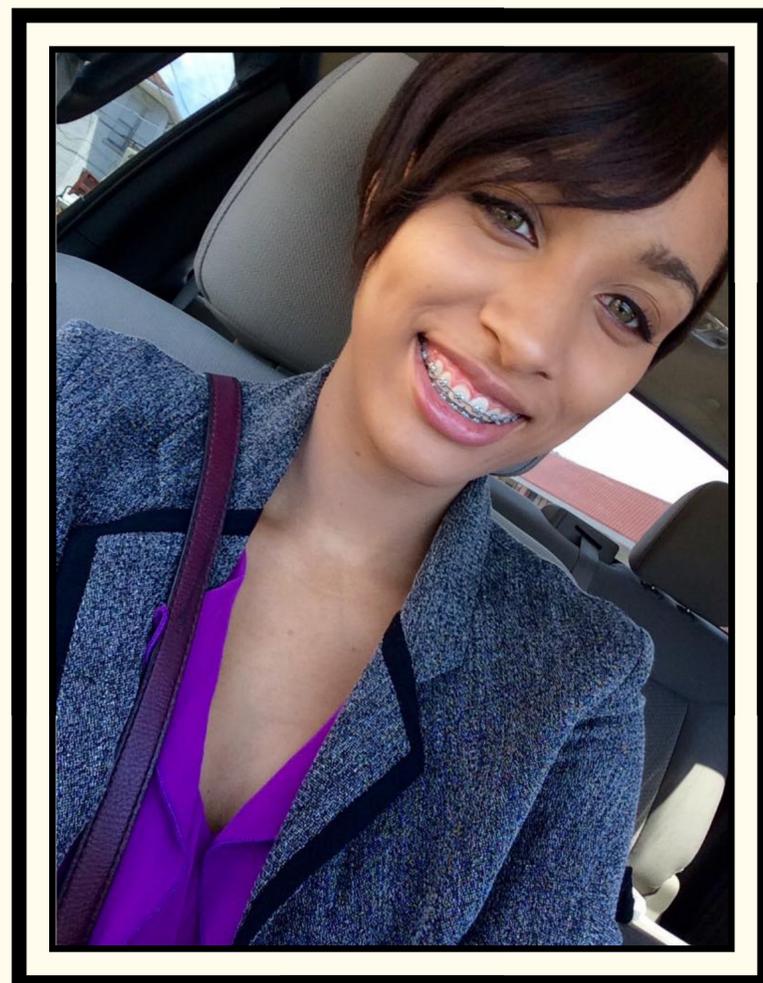
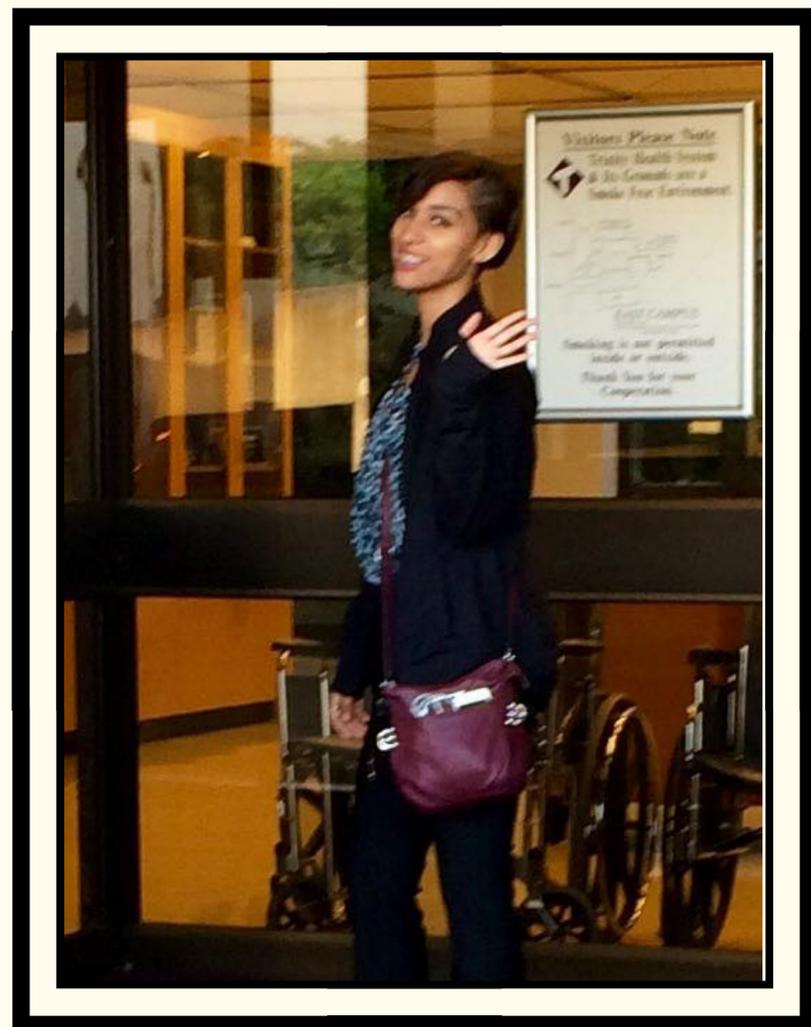
Summer 2016-2017

- Signed in patients and seated them until the next registrar was available
- Escorted patients to their destinations
- Created a positive and friendly environment for others
- Assisted the medically disabled

Accountant Assistant at Trinity East Hospital

Summer 2016-2017

- Evaluated documents for errors
- Opened, stamped, and sorted mail to prepare for it to be filed
- Filed opened mail into designated cabinets
- Edited and reviewed files on Microsoft excel for errors
- Edited and reviewed financial documents for errors



Awards and Recognition

- Golden Acorn 2017
- Director of Publicity of the Year 2015-2016
- Hall of the Semester Spring 2017 (Wright Hall)
- Hall of the Year 2015-2016 (Dunbar Hall)
- Hall of the Semester Fall 2015 (Dunbar Hall)
- Hall of the Semester 2016 (Dunbar Hall)
- Doubled Attendance at All Events for Sex Week 2017

Duties and Goals

Movers and Groovers:



Movers and Groovers by far is Executive Director's biggest project of the year. It sets the tone for KIC and shows residence services what we are bringing to the table for the school year. This upcoming year there will be changes to the Movers and Groovers program since move in day will be on Thursday and Friday instead of only a Friday next year. Movers and Groovers will be held for two days and will be mainly for incoming freshmen and sophomores. Being on KIC E-Board this year has allowed me to gain insight on how Movers and Groovers works. Movers and Groovers can be chaotic so having it on two days will be double the chaos. I want to start reaching out to student organizations before this semester ends to try to get help as early as possible since it is hard contacting people during the summer. The Center of Student Involvement normally sends an email out to organizations to see if they would like to help out, but I think we should make more of an initiative to contact people ourselves on top of that so they can see that we are truly interested in their engagement with us. I would also like to start registration before this semester ends as well to get a head start to on the process. Also, being firm on time slots is another mission of mine so people know when exactly to show up. This year's Mover's and Groover's plan went very well in my opinion. It was better for us to put more people in the freshmen halls since they will need the most help. Those halls also tend to be the most chaotic so the more help there the better. We will also be giving out 1 cart per person in the busier halls until the crowd slows down. We also kept people's ID's to ensure that they returned the carts and that process was very successful.

Leadership Dinner/ Golden Flash Awards:



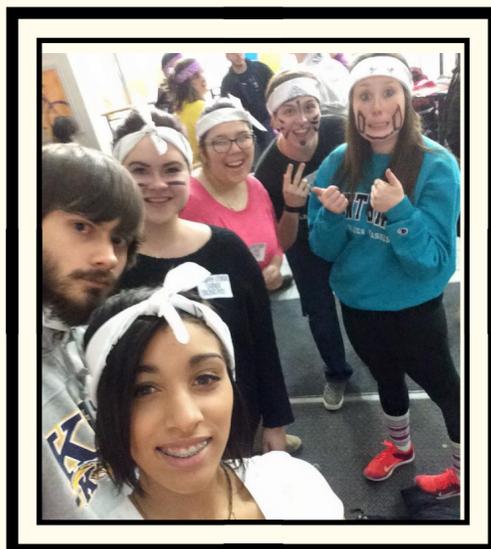
The Leadership Dinner and Golden Flash Awards consist of similar processes overall. The Leadership Dinner is during the fall and Golden Flash Awards is our final event to celebrate all of the achievements of the hall councils that year. I want the leadership dinner and Golden Flash Awards to serve as motivation for the hall councils to get involved and truly participate. There will be a trophy for the winner of hall of the semester and there will be individual plaques at Golden Flash Awards. I know food choices are a big concern so I want to ensure that the menu includes vegan and gluten free options so everyone can enjoy the food. I want the hall councils to reflect on their achievements during the semester/end of the year by making sure secretaries from the hall councils send us a list of everything that their hall council has done which can range from small programs, large events, and engagements within the halls alone. We will also be recognizing those who participate with KIC and volunteer to help us with events and committees.

KIC Summer Training:



KIC summer training is the week in which us as an e-board get together to prepare for the school year, Movers and Groovers, and Sibs and Kids. We also were able to get a feel for our positions during this training. We will be having a group transitioning day between this year's e-board and next year's eboard to give them the logistics of their positions, teach them about office operations, and go over the constitution to make sure everybody is clear on their duties before this school year ends. This way everyone is not clueless on what to do when the summer comes. I also want to build connections with everyone by having skype meetings twice a month over the summer. I will make sure there is an agenda for each day of training and make sure the training includes bonding and professional development. The biggest focus will be on budgeting and planning the budget because without the budget we cannot do anything. I will be sure to see if anyone needs anything KIC and personal life wise and always be available for assistance.

Hall Council Training:



I would like to make hall council training as fun, short, and informative as possible. I hope to give packets out to each hall for each council with job descriptions for everyone and resources they can use for their councils/positions. Normally we tend to put all the information on everyone all at once which can be stressful so I want to work on the packets over the summer so they are ready before school starts. I want the training to focus mainly on team building and have different team builders for hall councils to do. I also want to have the training within the same building and not move from hall to hall like we did this year. In the past we had a leadership retreat day where all hall councils came together in the rec and played fun team building games and I really want to bring that back. The experience was fun and helped our hell council work together and bond outside of our hall council meetings.

KIC Restructure:



The new restructure for KIC has created more organization between all of the e-board members. The restructure still needs some fixing because it calls for us to all be putting in the same amount of work and some of the positions do tend to do more than others. The marketing position is new and still could upgrade in its duties. Working in this position has allowed me to see what could be improved not only for that position but others as well. The marketing position is probably the most antisocial out of everyone and I want to increase their involvement with other people. The marketing position, director of community development, and director of student relations will be responsible for marketing KIC physically and providing support, volunteer opportunities, and marketing distribution to other on campus student orgs to create relationships. Also, since the constitution will be officially complete by the end of the semester, KIC will officially start rebranding the organization starting fall 2018. KIC has changed the organization's logo many times over the past few years and we want to stick with the one that we currently have. This logo will be in place and cannot be changed for the next three years. The rebranding will be held by CSI and will spread the word about KIC and give Kent students information on what KIC is.

KIC Involvement:



This year KIC was able to experiment with working with other organizations to see what we could offer to other organizations and see what they could offer to us as well. I had been working with Male Empowerment Network (MEN) since Fall 2016 when I was president of Wright. KIC began working with them as well this year and it turned out very successful. MEN utilized our rental program frequently after learning about the program and utilized different volunteer opportunities from us such as helping out during Sex Week 2017. We also volunteered at their programs such as their flag football event and we both marketed events for each other. This partnership gave us the tools to know what we need to do when we want to partner with other organizations on campus. KIC has attended on campus events together this year such as the Annual Renaissance Ball held by Black United Students (BUS). I hope to encourage KIC to work with more organizations next year. Such organizations that have wanted to work with us include NRHH, USG, SMC (MEN and Sister Circle), BUS, and many more. We intend on creating relationships by attending events and meeting with organizations in person to discuss potential partnerships as we did with MEN.

Essay Questions

Q: What are the personal benefits you will gain from this position

I think that this position will help me continue to grow and establish myself as an individual. This position would give me more leadership skills and social development. I have been a part of hall council for 2 years and have been on KIC for one year and these experiences have shaped me into who I am today. I know this position will help me grow even more and provide me with experiences that I would not have anywhere else. It will also give me the opportunity to meet and inspire others and serve as a mentor. I want to watch others grow and reach their full potentials as my mentors did for me. I enjoy helping others and this position will allow me to help KIC's general body and Kent State as a whole. I have previous presidential experience and this position will help me expand on my knowledge of that and become a better person. This position also requires organizational skills and I know it will help me be more organized as well.

Q: How will the organization benefit from having you in this role?

I think that this organization will benefit from having me in this role because I feel like I have a creative mindset and tend to think of ideas that are outside of the box. I am also very helpful so I'm willing to help any fellow e-board member whenever they need assistance. I am very empathetic and understanding and can get along with many people. Since I have served on hall council and on KIC, I have a clear understanding of both worlds and could provide insight to everyone involved. I've seen where KIC could improve this year and could incorporate that information into next year's e-board. This organization has so much potential and I believe I can help lead KIC to greater heights. I also have connections in many organizations on campus so I can help improve relationships between KIC and other organizations.

Q: Why do you think getting involved on campus is important?

I believe that getting involved on campus is important because being involved can change your perspectives about life, yourself, and your abilities as a person. College holds many experiences that you will not find in any other setting. I also believe that since many people cannot afford college that we as people that were able to make it this far should take full advantage of the experiences we get here since many aren't able to.

Q: What is your leadership style and approach?

As a leader, I try to make sure everyone's voices are heard. I believe other people's opinions need to be valued and heard before a consensus is made especially when it comes to a group consensus. Also, I believe compromise can work really well in certain situations. I do not believe in yelling and that talking situations out is the best way to resolve problems. As a leader, I love to watch people grow and reach their full potentials. That is the best part of being a leader. I treat whatever group I'm in as family.

Thank you for your consideration!