

MEMORANDUM

June 1, 2014

TO: Members of the Executive Committee

FROM: Lori Mould, President

SUBJECT: Appointment of Juliann Schindler as Senior Director of Communications

Action Requested

The proposed resolution appoints Juliann Schindler as Director of Communications.

Resolution

I recommend that the Executive Committee adopt the following resolution:

Resolved that Juliann Schindler be, and hereby is appointed Director of Academic Affairs; effective immediately. This appointment shall continue from the date of appointment until May 31, 2015.

Background

Appointed by the Executive Committee, the Director of Communications will report to the Senior Director of External Affairs.

The President's Director of Communications will be an advisor to the Executive Board, the Executive Committee, and the Student Assembly on matters related to Communications.

The Director of Communications will be responsible to:

- Be responsible for any and all correspondence between the Student Assembly and the media.
- Serve as a personal liaison between the President and approved media correspondents.

- Be responsible for statements for and by the President as requested or as necessary.
- Write and administer press releases as requested and approved by the President.
- Create the Student Assembly Newsletter and be in charge of printing the Student Assembly Newsletter, which must be printed for both fall and spring conference.
- The Student Assembly Newsletter must be sent out at least once a semester, separate from the fall and spring conferences.
- With the assistance of the Secretary, oversee any or all social media efforts including proposing a plan to increase outreach and interaction with students and the community.
- Assist the Senior Director of External Affairs as directed.

Ms. Schindler is the Acting Director of Government Relations for SUNY Student Assembly, representing Jefferson Community College. She also served as treasurer of Student Government at JCC before winning the election for President.

In addition to her A.S. in Individual Studies, Ms. Schindler has just earned her A.A.S. in Hospitality and Tourism and is a recipient of the SUNY Chancellor's Award for Student Excellence. She plans on continuing her education as a part time student to earn a B.S. in Hotel Management.

Her resume is attached.