



DUE TO GEORGETTE SPANJICH, CHIEF OF STAFF  
NO LATER THAN **WEDNESDAY, OCTOBER 7, 2009**

Please return completed applications to  
MGC 270, Executive Suite  
Or email to [cos@ausg.org](mailto:cos@ausg.org)

### **Attention Applicants**

*After completing and submitting a written application, you must be available for an interview with the full selection committee. You will be notified of interview times once you have submitted a completed application. In the interim, please direct any questions to Georgette Spanjich via email at [cos@ausg.org](mailto:cos@ausg.org).*



## AUTO Application

Please attach your resume & appropriate letters of recommendation to this document

NAME:

SCHOOL/COLLEGE:

MAJOR(S)/MINOR(S):

CLASS STANDING:

AUID (9 DIGITS):

POSITION APPLYING FOR:

### REQUIREMENTS TO APPLY

- Complete and submit the applicant materials included in this packet.
- Attach an updated, relevant résumé to the cover page.
- Answer the following questions completely. Please limit answers to each question to 200 words.
- Letters of recommendation may be included, but are not required.
- Applicant must be in good judicial and academic standing (no current judicial violations and a GPA of 2.5 or higher).

### Questions

1. Why are you interested in this position, and what do you know about it?
2. What related experience would you bring to this position, and how will that benefit the SG?
3. Identify any shortcomings you have seen in the past years in regard to the position.
4. How will you work to correct those?
5. What is your availability next year? What other commitments are you obliged to, and how will you make time for this position?

**PLEASE ATTACH THIS PAGE AS A COVER SHEET TO YOUR  
RESUME & QUESTIONNAIRE RESPONSE.**

### OFFICIAL USE ONLY

**Date Received:** \_\_\_/\_\_\_/\_\_\_

**Initialed By:** \_\_\_\_\_

**Meets Academic & Disciplinary Standards:** \_\_\_\_\_

**APPROVE or DENY**



## POSITION DESCRIPTIONS

### **AUTO Commissioner**

The AUTO Commissioner is responsible for the day-to-day management of the SG AUTO van shuttle service. Duties include scheduling vans for campus groups and clubs, overseeing the processing of billing, monitoring and maintaining van serviceability, and working with an administration advisor on any insurance-related issue that might arise.

This position is a wonderful opportunity for any American University student to gain business management skills while earning money and serving the students of AU. The AUTO Commissioner may oversee assistants to help manage the daily flow of bills, scheduling requests, and customer inquiries.

The AUTO Commissioner is required to work at least 15 hours per week throughout the academic year.

This is a paid position and reports directly to the Comptroller.

### **AUTO Billing Manager**

The AUTO Billing Manager is responsible for assisting the AUTO Commissioner in tracking and entering van usage and billing accordingly. Duties include organizing and submitting reports of van usage, preparing and submitting invoices of charter fees, responding to AUTO emergencies, and inspecting vans for damage.

### **AUTO Programming Director**

The AUTO Programming Director is responsible for helping coordinate the certification sessions and is in charge of all programs regarding AUTO. This position requires the Programming Director to coordinate shuttle runs to airports and other places of interest, hire and manage payroll drivers, inspect vans, and respond to AUTO emergencies.