



APPLICATION PACKET

UNDERGRADUATE STUDENT TRUSTEE POSITION

Appointment Term: August 1, 2022 – May 17, 2024

For best consideration, please apply by: March 7, 2022 at 5:00 p.m.

PLEASE SCAN AND SEND YOUR COMPLETED APPLICATION PACKET TO:

KENDRA WILSON at kwilso85@kent.edu.

Kendra Wilson, Director
Office of the Senior Vice President for Student Affairs
Division of Student Affairs
250 Kent Student Center
Kent, OH 44242

For inquiries regarding the position, please contact
Kendra Wilson at kwilso85@kent.edu.

Attachments:

1. Overview with Expectations and Responsibilities
2. Application For Undergraduate Student Trustee
3. Fingerprinting & Ohio Background Check Information

Office of the Senior Vice President for Student Affairs
P.O. Box 5190 | Kent, Ohio 44242-0001
330-672-4050 | Fax: 330-672-2600 | <http://www.kent.edu>

Office of the Senior Vice President for Student Affairs
Kent State University

UNDERGRADUATE STUDENT TRUSTEE
Overview of Expectations, Responsibilities, and Qualifications
(Spring 2022)

Expectations/Responsibilities

- Attendance and participation in four regular meetings and all special meetings as needed each year.
- Preparation for the meetings by reading prepared material with care so that they can discuss, modify, and make recommendations on proposed resolutions.
- Expectation that the Student Trustees will keep themselves informed about academic programs, student life, current and future financial status, capital funding, collective bargaining, support services, and regional campuses.
- Attendance at University events to represent the Board of Trustees as requested.
- Fulfill the responsibilities of a Trustee as stated in the bylaws of the Board of Trustees of Kent State University.
- Maintain the same level of expertise and preparedness as an empowered member of the Board of Trustees.
- The new term of the Student Trustee will begin on the date of appointment by the Governor and shall end on May 17, 2024.

Qualifications

- Must possess the qualifications of an elector of the State of Ohio:
 - a. Eighteen years of age
 - b. Resident of the State of Ohio
 - c. Registered to vote
- Students must be enrolled in, regularly attending, and complete at least eight (8) undergraduate credit hours for the semester in which they are an applicant.
- Students must maintain a cumulative grade point average of 2.5, not be on academic probation or warning, and have passed at least six (6) undergraduate credit hours in the preceding semester of attendance at Kent State University. Service as an undergraduate student on the Board of Trustees will require eight (8) undergraduate credit hours per semester while serving as a Student Trustee.
- At the time of nomination, nominees must be able to complete a two (2) year term.
- Students must undergo an electronic fingerprinting process and Ohio criminal background check.

Kent State University
APPLICATION FOR UNDERGRADUATE STUDENT TRUSTEE
Non-Voting Member of the Kent State University Board of Trustees
(Spring Semester 2022)

Full Name (First, Middle, Last) _____

(Date) _____

Local Address _____

Local Phone Number _____

Permanent Address _____

Permanent Phone Number _____

Email Address _____

Are you a resident of the State of Ohio? _____

Kent State ID #: _____

Major and School: _____ Anticipated graduation date: _____

I certify that I am in good academic standing with Kent State University and that I am not on any form of disciplinary probation. I further certify that my GPA is a 2.50 or above on a 4.0 scale, that I am a resident of the State of Ohio, that I am at least 18 years of age and registered to vote, and that I am currently registered for a minimum of 8 credit hours at Kent State University. As University policy stipulates, this position will be filled by a qualified undergraduate student. Service as a Student Trustee will require 8 undergraduate credit hours per semester. I waive my privacy rights under the Family Education Rights and Privacy Act, and I authorize members of the student trustee screening and/or interviewing committee to verify my GPA and that I am not on academic or disciplinary probation. I agree to undergo an electronic fingerprinting process and Ohio criminal background check. If appointed to serve on the Kent State University Board of Trustees, I will make every responsible effort to serve for the full duration of my two-year term and I will conscientiously seek to serve the interests of the taxpayers of the State of Ohio, the University Community, and other relevant constituencies.

Signature _____

Date _____

Your complete application and supporting packet contains:

1. This Application Form
2. A resume
3. Two (2) letters of recommendation from **persons affiliated** with Kent State University in support of your application
4. One (1) letter of recommendation from a **personal source** (not affiliated with Kent State University) in support of your application.
5. Electronic Fingerprinting & Ohio Criminal Background Check Requirement (See attached)
6. Any additional information that would assist the committee in evaluating your qualifications

PLEASE RETURN APPLICATION AND PACKET OF INFORMATION TO:

Kendra L. Wilson
Office of the Senior Vice President for Student Affairs
250 Kent Student Center

DEADLINE IS MARCH 7, 2022 by 5:00 P.M.



DATE: January 18, 2022

TO: Undergraduate Student Trustee Applicant

FROM: Dr. Lamar R. Hylton
Senior Vice President for Student Affairs

RE: Electronic Fingerprinting & Ohio Criminal Background Check Requirement

As part of the application and interviewing process for the Undergraduate Student Trustee position, applicants are required to undergo an electronic fingerprinting process and an Ohio criminal background check. The Instructional Resource Center (IRC) located in the College of Education, Health & Human Services, 221 White Hall provides the service. The Lab is open from 9:00 a.m. to 5:00 p.m. on Monday and Wednesdays and 11:00 a.m. to 7:00 p.m. on Tuesday and Thursdays. Please schedule your appointments at [KSU IRS Background & Fingerprinting](#). If you have any questions, please call the IRC directly at (330) 672-2353. The cost will be billed to the Office of the Senior Vice President for Student Affairs. You will need to show a current, state issued identification (driver's license or identification card). The Ohio criminal background check is completed within 48-72 hours; however, it will take a minimum of **one week** for the results to be mailed.

Please email Kendra Wilson at kwilso85@kent.edu with your name and the approximate date of your IRC visit to ensure proper payment and scheduling of your background check. There is no fee associated with fingerprinting and background check requirement at this location.

Please use the following reason code: UNDERGRADUATE STUDENT TRUSTEE SEARCH

Please have results mailed to: Kendra L. Wilson, Director
Office of the Senior Vice President for Student Affairs
Kent State University
250 Kent Student Center
P O Box 5190
Kent, OH 44242

Please have this process completed by: **March 7, 2022**