The NPHC Council of Presidents Secretary will be responsible for creating meeting agendas, sending out meeting minutes weekly, completing all registration items on behalf of the NPHC, completing use of facility forms and other university requested paperwork. A good candidate will be organized, able to meet deadlines, have new and innovative ideas, be familiar with common social media platforms, work well with others, work well with staff and have the best interest of the NPHC, MTSU FSL and MTSU at heart. The coordinator should have at least a 2.75 cumulative GPA.

Please answer the following questions in 100 words or less.

1. Please describe why you believe you are the ideal candidate for this position.

2. What techniques do you use to stay organized?

3. What are some goals that you have for NPHC?

By submitting my application, I agree to adhere to the following expectations:

1. Support the mission, values, and vision of MTSU Fraternity & Sorority Life and the National Pan-Hellenic Council
2. Attend all pertinent meetings

I have read the above requirements and am willing to meet all these expectations:

Signature of Applicant: Date:

Applications are due to the Office of Fraternity and Sorority Life (Student Union Building, Suite 330).