

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

DATE OF APPLICATION: _____

Name: _____
Last First MiddleAddress: _____
Street (Apt) City/State ZipAlternate Address: _____
Street City/State ZipContact Information: _____
Home Telephone Mobile Telephone Email***How did you learn about our company?*****POSITION SOUGHT:** _____ Available Start Date: _____Desired Pay Range: _____ Are you currently employed? _____
Hourly or Salary

EDUCATION

	Name and Location	Graduate? – Degree?	Major / Subjects of Study
High School			
College or University			
Specialized Training, Trade School, etc...			
Other Education			

Please list your areas of highest proficiency, special skills or other items that may contribute to your abilities in performing the above mentioned position.

PREVIOUS EXPERIENCE

Please list beginning from most recent

Dates Employed	Company Name	Location	Role/Title

Job notes, tasks performed and reason for leaving:

Dates Employed	Company Name	Location	Role/Title

Job notes, tasks performed and reason for leaving:

Dates Employed	Company Name	Location	Role/Title

Job notes, tasks performed and reason for leaving:

Dates Employed	Company Name	Location	Role/Title

Job notes, tasks performed and reason for leaving:



Employment Service Change

EMPLOYEE PROFILE

Employee Name: _____ Social Security #: _____

Date: _____ Date Effective: _____

EMPLOYMENT CHANGES

New Hire: Job Title: _____ Department: _____
Rehire: Job Title: _____ Department: _____
Temporary: Start Date: _____ End Date: _____ Department: _____
Replacement: Start Date: _____ End Date: _____ Department: _____

CLASSIFICATION CHANGES

Change

Old Information

New Information

Transfer: Title/Dept: _____ Title/Dept: _____
Promotion: Title/Dept: _____ Title/Dept: _____
Demotion: Title/Dept: _____ Title/Dept: _____
Title: Title/Dept: _____ Title/Dept: _____
Shift: Shift: _____ Shift: _____
Location: Location: _____ Location: _____
Salary: Salary: _____ Salary: _____
Status: Status: _____ Status: _____

Other changes:

Notice Of COBRA Rights? _____ Date Provided: _____

Election Of COBRA? _____ Date Started: _____

ADDITIONAL COMPENSATION/BENEFITS INFORMATION

Please List Any Additional Changes in Compensation or Benefits:

Please List Any Other Changes Not Listed Above:

VERIFICATION OF CHANGES

Approved By:

Signature _____

Date _____

Job Board

2018-2019

What is Tau Iota Mu Psi, Inc.? Tau Iota Mu Psi, Inc. is a Cyber Greek Organization and our Greek letters translate to The Independent Millennial Woman and The Independent Millennial Man. Many men and women do not get an opportunity to pledge the sisterhood or brotherhood of renowned sororities and fraternities, well here, you have a second chance. With the Cyber Greek Organization location is not an issue as our online group chat community allows us to always stay connected along with in-state workshops and fun group activities.

1. **Internship II & I - Public Relations/ Marketing and Sales (ongoing)** –

We are seeking a Public Relations Intern, who is full of creative ideas and eager to contribute on a large scale. The intern will gain visibility into the inner workings and aspects of the public relations field, provide concrete deliverables and learn from top to bottom. When the internship is completed you will be ready to enter any fast paced PR firm or join us as a permanent employee here at Tau Iota Mu Psi, Inc.

As a public relations intern you will be working hand-in-hand with Members of the Board to assist with capital campaigns and general image management. An important part of your role is assisting with community outreach, including building relationships with professionals, updating the client information and referral database, and presentations within the public.

Responsibilities

- Fully support company's PR strategy and execute it in different phases
- Create and curate engaging content
- Communicate and build relationships with current or prospect sponsors and/or donors
- Effectively utilize company's social media and blogs
- Create and distribute press releases
- Assist in administrative duties
- Build and update media lists and databases
- Schedule, coordinate and attend various events
- Perform research and market analysis activities

Requirements

- Strong desire to learn along with professional drive
- Solid understanding of the different social networks
- Excellent verbal and written communication skills

- Efficiency at MS Office
- Passion for the PR industry and its best practices
- Current enrollment in a related BS or Masters university/college

Marketing and Sales Intern:

We are looking for an enthusiastic marketing intern to join our marketing department and provide creative ideas to help achieve our goals. You will have administrative duties in developing and implementing marketing strategies. As a marketing intern, you will collaborate with our marketing and advertising team in all stages of marketing campaigns. Your insightful contribution will help develop, expand and maintain our marketing channels. This internship will help you acquire marketing skills and provide you with knowledge of various marketing strategies. Ultimately, you will gain broad experience in marketing and should be prepared to enter any fast paced work environment.

Responsibilities

- Collect quantitative and qualitative data from marketing campaigns
- Perform market analysis and research on competition
- Support the marketing team in daily administrative tasks
- Assist in marketing and advertising promotional activities (e.g. social media, direct mail and web)
- Prepare promotional presentations
- Help distribute marketing materials
- Manage and update company database and customer relationship management systems (CRM)
- Help organize marketing events

Requirements

- Strong desire to learn along with professional drive
- Solid understanding of different marketing techniques
- Excellent verbal and written communication skills
- Excellent knowledge of MS Office

- Familiarity with marketing computer software and online applications (e.g. CRM tools, Online analytics and Google Adwords)

- Passion for the marketing industry and its best practices

1. Program and Membership Assistant –

Administers the member recruitment and retention program and processes for a membership organization or association. Processes periodical subscriptions and membership applications or changes. Maintains membership records, solicits and acknowledges memberships, and prepares advertisements or correspondence regarding the organization and its programs. Participates in association events and activities to meet and greet members and offer assistance. May require an associate's degree. Typically reports to a supervisor or manager. Gaining or has attained full proficiency in a specific area of discipline. Works under moderate supervision. Typically requires 1-3 years of related experience or may have 0 years of experience with additional training, or certification.

2. Secretary - The secretary of a nonprofit organization plays a critical role in fostering communication and ensuring proper management and utilization of important organizational records. Generally, an organization's bylaws will set the duties of the secretary; however, duties may change from time to time as may be assigned by the board. A secretary will be most useful to an organization when his or her role is shaped to meet the unique structure and needs of the organization, rather than filling a standard job description.

Typically, the secretary should be equipped to handle the following matters:

Communication – A Primary Role of the Secretary

The secretary of the organization is an active conduit for communication between the board, management, and members (if any), by giving proper notice of any meetings and timely distribution of materials such as agendas and meeting minutes. The secretary should be knowledgeable of the organization's records and related materials, and should be able to provide advice and resources to the board on relevant topics at issue, such as particular governance matters being addressed at a meeting or a new amendment to state corporate law, for example. The secretary should aim to be helpful to the board as they discharge their fiduciary duties.

Scheduling, Notice, and Materials

The secretary is tasked with knowing and complying with notice requirements and scheduling meetings to accommodate the directors. Notice requirements can be particularly important and should be complied with strictly, as improper notice can open the organization up to challenge. The secretary is responsible for scheduling board meetings and should ensure an adequate number of meetings are held per year, in accordance with the organization's bylaws. Generally, a board can more efficiently and effectively hold a board meeting when the secretary prepares and sends meeting materials far enough in advance of the meeting for each director to review such materials, correct any errors, and prepare questions and comments.

Minutes of Meetings

The secretary is also charged with recording minutes of meetings. Minutes are an important organizational document and provide a memorialized chronology of key information such as board actions, elections of officers or directors, and certain reports from committees and staff. Meeting minutes can have vital legal significance in an IRS examination and as evidence in courts if, for example, someone challenges the validity of certain actions or positions. The secretary should be well-equipped to record accurate minutes and be aware and sensitive to any special or confidential information discussed at a meeting. For more information about minutes generally, see Board Meeting Minutes – Part I and Part II.

Maintenance of Corporate Records

As the custodian of the organization's records, the secretary is responsible for maintaining accurate documentation and meeting legal requirements, such as annual filing deadlines. It may be helpful for the secretary to have a calendar of filing deadlines, which may include a filing with the organization's Secretary of State, the Attorney General, the state tax agency, and the IRS. The secretary is responsible for reviewing and updating documents as necessary and ensuring all documents are safely stored and readily accessible for inspection by directors and/or members. In California, an organization's articles of incorporation and bylaws, as amended to date, should be available at the organization's principal office for inspection. Additionally, it is required that a nonprofit's exemption application and past three annual returns with the IRS are available for public inspection.

The secretary position has wide-ranging responsibilities, requiring much more than simply being present at all board meetings. These duties likely will increase if the organization has a voting membership structure, which requires additional notice procedures and voting. Each board should carefully consider how the secretary can best serve their organization.

Tips for Being an Effective Secretary

- Develop and distribute a board calendar before the start of each year
- Understand what to record and what not to record when taking minutes
- Maintain a board binder containing the governing documents, key governance policies, minutes of board meetings, and written consents
- Consider using appropriately secured electronic storage of key documents as a backup
- Ensure adequate comparability data is attached to board actions which rely on such information (e.g., for purposes of getting a rebuttable presumption of reasonableness)

3. Volunteer Services Director – Volunteer Manager Job Description Volunteer Managers are responsible for selecting, training, and supervising the volunteer staff of an organization. Volunteer Managers typically are responsible for high-level activities and spend a lot of time working independently and making their own decisions.

Volunteer Manager Duties and Responsibilities

The main goal of a Volunteer Manager is to ensure an organization has enough volunteers to fulfill its service mission. To meet that goal, a Volunteer Manager must perform a variety of

duties involving recruitment, training and program planning. We reviewed several Volunteer Manager job postings to determine the core duties associated with this job.

Recruit Volunteers

When an organization needs new volunteers, the Volunteer Manager uses a variety of methods to attract suitable candidates. The Volunteer Manager may place advertisements in the newspaper, post volunteer opportunities online or attend job fairs with the hope of meeting new volunteers. Volunteer Managers also interview potential volunteers to determine if they are a good fit for the organization.

Train Volunteers

Once a new volunteer comes on board, it's the Volunteer Manager's responsibility to provide comprehensive training. Volunteer Managers often conduct orientation sessions; give new volunteers tours of the building and help new volunteers get settled into their roles. In some cases, the Volunteer Manager also teaches volunteers new skills.

Create Program Reports

Without the right data, it's difficult to determine if a volunteer program is meeting its goals. Volunteer Managers collect data from volunteers and paid staff members, use the data to create reports and distribute those reports to key personnel in the organization.

Schedule Volunteers

The Volunteer Manager works closely with volunteers to come up with a schedule that works for everyone. If the organization has a special event planned, the Volunteer Manager is also responsible for ensuring the right number of volunteers is available to handle the extra work.

Determine the Need for Volunteers

Some volunteers stay with the same organization for years, but others stop volunteering after just a few months. A Volunteer Manager must be able to anticipate these changes and plan accordingly.

Volunteer Manager Skills

This position involves a great deal of contact with other people, so a Volunteer Manager must have excellent interpersonal communication skills. A Volunteer Manager should also be able to use Microsoft Office programs to log volunteer hours, make volunteering schedules and create reports. In addition to these basic Volunteer Manager skills, employers are looking for candidates who know how to do the following

Core skills: While reviewing several job postings, we determined that employers want to hire Volunteer Managers with the following skills. Strengthen your candidacy by brushing up on the following.

Recruiting, training, supervising and evaluation new volunteers

Tracking volunteer hours and using the data to create reports

Developing program goals and policies

Managing a budget for the volunteer department

Advanced skills: The following skills are not required by every employer, but some Volunteer Manager job listings indicate they are preferred. Improve your résumé by taking time to learn these skills.

Collaborating with cross-functional teams

Proficiency with Raiser's Edge or other fundraising software

Creating handbooks, training manuals and other program materials

4. Direct Sales Membership (ongoing) - #TIMW is your way of earning passive income.

As an online based organization we offer our members opportunities to earn on the go, in person or at a function. Whether near or far you will have access to a wide range of tools and 24/7 email support to help keep your business organized, connected and efficient. A job may require that you change yourself to fit its mold. Well, here at Tau Iota Mu Psi, Inc. our membership packages offer you the freedom to fit your business to your needs! Additionally, salaried, hourly or permanent commission positions are also available to you while still earning your membership revenue. That's two incomes, one organization.

At your fingertips there is a wealth of digital and print tools available to help keep your Tau Iota Mu Psi Membership Recruitment business running whether on the go or in person. You will have access to:

- www.lisakstephenson.com/store making membership transactions both fast and easy!
- Tau Iota Mu Psi, Inc. University for invaluable education
- Merchandise order form
- Your own business cards
- Printed literature for your potential new members (i.e. newsletters, application guides and much more)
- 24/7 email contact support
- Brochures with easy-to-learn marketing tips

5. Brand Ambassador (ongoing)- We exist to empower, encourage and unify our sisterhood and brotherhood...#TIMW x #TIMM are looking for brand reps with a good social media following that wants to work by posting from home!

We are looking for people who are into being sociable, educated, and independent and want to share their lifestyle on their Instagram, Facebook and other social media accounts to represent the brand, tag and link to share with your audience.

Our Brand Ambassadors are our sisters and/or brothers a/k/a potential new members who are responsible for being the face and extension of our brand. We are looking for a diverse group of women and men from all over the world, all shapes and sizes, to join our organization.

Keep in mind, the harder you work the greater the rewards!! We are looking for individuals who will proudly represent Tau Iota Mu Psi and Tau Iota Mu Mu on their college campus -when applicable- (physically and digitally). By increasing the number of recruits on your college campus or in your workplace you seek to positively enhance brand awareness.

As a Tau Iota Mu Psi or Tau Iota Mu Mu Brand Ambassador, you'll be expected to project a positive image of our organization on campus and in the workplace, have the opportunity to compete in fun challenges to build brand awareness, and learn valuable skills about brand building.

- Applicants should be personable, creative, and social media savvy

- Understand that nothing in life is free, and be willing to put in work when needed to earn your rewards (valuable life lesson!)
- Must keep up communication with the Tau Iota Mu Psi members and Kombination Kouture team (in other words, make sure to check your e-mail, DM, etc. throughout your time in the program)
- Previous Brand Ambassador, promotion, or sales experience is a plus, but not required
- Establish an idea for how to get as many recruits and sales as possible!

Tau Iota Mu Psi & Tau Iota Mu Mu

	Potential New Members	Brand Ambassador	Legacy Members Legacy Lodge Members	Golden Greeks/ The Brothers of Leadership	Platinum Members
Initiation Fee/Annual Fee \$65.00				√	√
Initiation Fee/ Annual Fee \$35.00			√		
Annual Dues \$145.00					√
Free Merchandising		√	√	√	√
10% Commission Earning Potential			√		
30%-45% Weekly Commission Earning Potential				√	√
Free Event Tickets (Early Bird RSVP)	√	√		√	√
Win Prizes Based on Performance		√	√		√
Kouture Staff Salary Employment Starting: \$32k					√

Tau Iota Mu Psi & Tau Iota Mu Mu

Free Event Tickets			√		√		√
Promotion for 25-100 Legacy Member recruits		√					
Promotion for 100-250 Golden Greek Recruits				√			
Promotion for 250-500 Platinum Member Recruits						√	
Receive Monthly Newsletter	√	√	√		√		√
Attend Networking Events (no cost)	√	√	√		√		√
Earn Points for Event Participation	√	√	√		√		√