Executive Memorandum 55-056

To: The Honorable Student Body of the University of South Florida
From: Jean Cocco, Student Body President & University Trustee
Subject: Formation of the Executive Hiring Committee for University Affairs Coordinator
Date: November 20th, 2014

In accordance with Student Government Hiring Procedures, found within Chapter 215 of Student Government Statutes, a hiring team shall be formed for the purpose of recommending a suitable candidate to fill the University Affairs Coordinator position. For the purposes of hiring the University Affairs Coordinator, the Hiring Team shall consist of:

1. Greg Berkowitz, Chief of Staff
2. Judeleande Jeune, Director of University Affairs
3. Chris Griffin, Assistant Director of University Affairs
4. Gary Manka, SGATO Director, or designee

Pursuant to the Student Government Hiring Procedures, Judeleande Jeune shall serve as the Chair, and shall be responsible for reviewing applications and scheduling interviews with the applicants. Gary Manka or designee shall serve as the non-voting member of SGATO. This team shall execute the task of interviewing a minimum of three applicants who are deemed to be the most qualified candidates for the position.

The Hiring Team shall be formed immediately, and make a recommendation to the Student Body President no later than the close of business on Friday, November 28th, 2014. The Hiring Team shall be terminated upon the issuing of the final recommendation for appointment.

Jean Cocco
Student Body President and University Trustee

CC: Vice President Rhondel Whyte
SGATO Director Gary Manka
SGATO Graduate Advisor Katherine Burkhard
Senate President Andy Rodriguez
Senate President Pro Tempore Abdool Aziz