2017 SPECTRA LEADer
Application Packet

DEADLINE FOR COMPLETED APPLICATIONS:

Monday, December 5, 2016 by 12 Noon
Office of Multicultural Student Programs and Services
Multicultural Center
207 Calhoun Street
(Next door to the Addlestone Library)

For More Information Contact:
Rochelle R. Johnson, Associate Director
Multicultural Student Programs and Services
College of Charleston - Multicultural Center
Charleston, SC 29424
Phone: (843) 953-5660 Email: johnsonrr@cofc.edu
SUMMER EMPLOYMENT OPPORTUNITY

2017 SPECTRA LEADers

We are seeking outstanding students to serve as SPECTRA LEADers for the summer and fall semesters.

Students interested in becoming a LEADer must complete the general application, attach an unofficial college transcript, résumé, and obtain two references; one of which should come from a professor.

The SPECTRA summer transition program for AALANA (African American, Latino, Asian, Native American) students is scheduled for the following dates: July 2 – August 5, 2017 which is during the Summer II Day Session. The five week program is intended to provide up to 100 incoming freshmen with an academic and social transitional experience to the College prior to the fall semester.

SPECTRA LEADers are expected to be available to work during the entire session of the SPECTRA summer program, plus attend the required training sessions. SPECTRA LEADers must not take any class or classes or have any outside job during the Summer II session as it will interfere with your duties as a LEADer. Also, LEADers will receive a full stipend for their work with the students.

The SPECTRA program is tremendously rewarding, yet it is very intense. SPECTRA LEADers will reside in the residence halls and will be on call 24 hours per day with the exception of some nights off each week as determined by the Head SPECTRA LEADer. LEADers are expected to participate in the program beyond their residence hall duties. Accordingly, applicants for these LEADer positions should realize that confidentiality is a required trait and that it takes an enormous amount of commitment of your time and energy to help make this program successful for each student.

GENERAL RESPONSIBILITIES
For SPECTRA LEADers

- Attend and participate in all training sessions and events during the duration of the SPECTRA/SCAMP Program
- Planning and facilitating bonding activities for students
- Be accessible and approachable to students
- Enforce rules and policies as in accordance with the rules and policies of the College of Charleston Honor System and the SPECTRA manual
- Participate in on call system
- Conduct room checks
- Assist with tutoring and other programs
- Monitor sign in/out log
- Represent the Multicultural Student Programs and Services Office and the College of Charleston in a positive light at all times
- All other duties as assigned by the Head LEADer and/or Multicultural Student Programs and Services staff
Qualifications of SPECTRA LEADers

1. Completed at least 60 credit hours at the College of Charleston.
   a. Graduate students are also eligible to apply
2. Cumulative GPA of 2.80 or higher (as of fall ’16, GPA will be reviewed again in spring ’17. If GPA falls below a 2.80, we have the right to withdraw employment offer).
3. Knowledge of the programs, services, and resources provided by the College and the Office of Multicultural Student Programs and Services.
4. Dependable, trustworthy and compassionate person with the ability to work closely with diverse student groups.
5. Strong leadership and communication skills, excellent organizational skills, a positive attitude and ability to keep a cool head in stressful situations.
6. Must be flexible and have the ability to make changes quickly and with a positive attitude.
7. Have tolerance, integrity, exemplary character, enthusiasm about their role as a leader and mentor.
8. Assist with events, workshops and programs for SPECTRA students.
9. Attend training sessions, meetings, and orientations prior to and during the course of the SPECTRA program.

Application and Interview Timeline:

Please return your completed paperwork by

Monday, December 5, 2016 by 12 Noon

To: Office of Multicultural Student Programs and Services, Multicultural Center

The interview process will be conducted in one phase:

Phase 1: First Interview/Second Interview (tentative)

Individual interviews will be conducted beginning January 18th - January 24th in the Office of Multicultural Student Programs and Services. Students selected for an interview will be contacted by a MSPS staff member for an interview date and time.

Notification:

All candidates will be notified of their status by January 27, 2017.
2016 SPECTRA LEADer Application

Return all completed paperwork to the Office of Multicultural Student Programs and Services, Multicultural Center by Monday, December 5, 2016 by 12 Noon.

Please type or print clearly

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<th>Graduate: Yes or No</th>
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Educational Data:

Please include an unofficial transcript with your application.

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Are you living in a residence hall? Have you previously lived in a residence hall? If so, which residence hall?

On a separate page, please answer the following questions:

1) What Multicultural Student Programs and Services’ events and/or activities have you supported and/or participated in over the past year?
2) Have you participated in SPECTRA as a student? If so, please specify the year.
3) Teamwork is vital to the success of this program. What attributes do you possess that show your ability to work as a team player?
4) Are you involved in any volunteer initiatives (out of class) and/or a student advocate project? If so, how would it aid you in being a successful SPECTRA LEADer?
5) Why do you want to work with the SPECTRA students? What in particular could you contribute to the SPECTRA transition experience? What do you hope to get out of it?
6) List any special interests, talents, or hobbies you could share with the SPECTRA community (digital photography, music, web design, video production, athletics, etc.).
7) List any special skills/training you have that might be beneficial to the SPECTRA program (CPR, first aid, lifesaving, etc.)
Personal Statement:

Please write a 300-500 words statement in 12 point Times New Roman font:

What do you want your legacy to be at the College of Charleston?

References:
Please provide two references; one from a faculty member and one from a College of Charleston staff member or administrator who is able to assess your potential as a SPECTRA LEADer. Provide each reference with one of the attached forms. Completed reference forms may be hand delivered to the Office of Multicultural Student Programs and Services. Be sure to print your name at the top of each form and tell your references that applications are due to us by Monday, December 5, 2016 by 12 Noon. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED!
SPECTRA LEADer
Applicant Reference Form #1

I hereby waive any and all rights of access to this document which is to be included in my application for the SPECTRA LEADer position at the College of Charleston. This waiver applies to the Family Education Rights and Privacy Act. I understand that this document may not be used for any purpose other than the evaluation of my qualifications for employment.

Authorizing signature of applicant: ________________________________ Date: ___________

Full Name of Applicant: ____________________________________________

To the evaluator: The above named person is applying for a SPECTRA LEADer position for the 2017 SPECTRA Transition Program with the Office of Multicultural Student Programs and Services at the College of Charleston. Please evaluate the capabilities of this student based on your interactions with specific attention to the skills listed below and the applicant’s character and integrity. For additional comments: please use the back of this form or attach your own letter of reference to this form. We value your assistance with our selection process.

The form can be sent directly of the Office of Multicultural Student Programs and Services by campus mail or hand delivery. If the applicant would like to turn the reference form in with the application, then this reference form should be in a sealed envelope.

Reference Name: _____________________________
E-mail Address: ____________________________ Phone Number: _______________

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Overall Evaluation:
I recommend this candidate:
___Enthusiastically  ___With some reservation  ___I do not recommend this candidate.

____________________________________________  ____________________________
Signature  Date

Please return this form by Monday, December 5, 2016 to:
Office of Multicultural Student Programs and Services
College of Charleston - Multicultural Center
Charleston, SC 29424
Phone: (843) 953-5660  Fax: (843) 953-5676
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Signature                                      Date

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As a SPECTRA LEADer, I understand that I will be expected to:

- Work during the dates of July 2 – August 5, 2017 as required.
- Attend all LEADer training dates. (Each training will be limited to 4 hours.)
  - Meet and Greet: Saturday, February 4th
  - Training Session #1: Saturday, February 18th
  - Training Session #2: Saturday, March 18th
  - Training Session #3: Saturday, April 1st.
- Attend any meetings, orientations, and workshops associated with the SPECTRA program required of LEADers.
- Adhere to all instructions and guidelines as required by the staff for the Office of Multicultural Student Programs and Services.
- Show respect for faculty, staff, students, and the Head LEADer.
- Facilitate small group bonding sessions.
- Assist with logistical details of SPECTRA.
- Adhere to the Federal and College guidelines of FERPA and confidentiality.

**Scheduling Conflicts:**
List dates of courses or other activities/events that could affect your participation in the SPECTRA summer program responsibilities:

*Please list:*

a. __________________________

b. __________________________

c. __________________________

d. __________________________

By signing this application, I certify that the information contained in this application is true. I also understand the requirements and commitment expected by me if I accept a position as a SPECTRA LEADer. I also will allow any pictures taken prior or during any SPECTRA activities to be used for marketing of the program or the College. I will not hold the College of Charleston or the Office of Multicultural Student Programs and Services, or its staff responsible for any injury that may occur during the training or employment period.

Signature: ___________________________ Date: ___________________________

**Late applications will not be accepted!**

**Questions or Concerns:**
Inquiries about the SPECTRA LEADer Position can be directed to
Rochelle R. Johnson, Associate Director
Multicultural Student Programs and Services
johnsonrr@cofc.edu
SPECTRA Application Check-off Sheet

Please make sure we have the following:

• ___ Application
• ___ Unofficial college transcript
• ___ Resume of your relevant work experience.
• ___ Two Reference forms
• ___ Typed Answers to the seven questions
• ___ Typed Personal Statement

All paperwork must be delivered to:

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