2018 SPECTRA LEADer
Application Packet

COMPLETED APPLICATION DUE:

Monday, December 4, 2017 before 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

2018 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 two references; one of which should come from a professor.

The SPECTRA summer transition program for AALANA (African American, Latino, Asian, and Native American) students is scheduled for the following dates: July 1 - August 3, 2018 which is during the Summer II Day Session. The five week program provides 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 and attend the required training sessions. LEADers receive a full stipend for their work with students.

The SPECTRA program is tremendously rewarding, yet it is very intense. SPECTRA LEADers 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 participate in the program beyond their residence hall duties. Accordingly, applicants for LEADER position must adhere to strict confidentiality policies and be aware that the position requires an enormous amount of committed time and energy to make the program successful for each student.

[SPECTRA LEADers must not take any coursework or have outside employment during the Summer II session.]

GENERAL RESPONSIBILITIES

For SPECTRA LEADers

- Attend and participate in all training sessions, meetings, and orientations prior to and during the course of the SPECTRA program.
- Plan and facilitate bonding activities for participants.
- Be accessible and approachable to participants.
- Conduct room checks
- Assist with tutoring and course assignments as needed.
- Assist with events, workshops and programs for SPECTRA students.
- Enforcement of rules and policies in accordance with the College of Charleston Honor System and SPECTRA manual.
- Represent the Office of Multicultural Student Programs and Services and the College of Charleston in a professional and positive manner.
- All other duties as assigned.
2018 SPECTRA LEADer Application

Return all completed paperwork to the Office of Multicultural Student Programs and Services, Multicultural Center, 207 Calhoun Street by Monday, December 4, 2017 before 12 Noon.

<table>
<thead>
<tr>
<th>Date Received:</th>
<th>Received by:</th>
</tr>
</thead>
</table>

Please type or print clearly

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Preferred Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Campus Address (Street/Route/PO Box)</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Permanent Address (Street/Route/PO Box)</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>College of Charleston ID#:</th>
<th>Graduate:</th>
<th>Expected Graduation Date: (MM/YY)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Yes ☐ or No ☐</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phone #1:</th>
<th>Phone #2:</th>
<th>E-mail:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Educational Data:

Please include an *unofficial transcript* with your application.

<table>
<thead>
<tr>
<th>Cumulative GPA as of Fall ’17:</th>
<th>Academic Major:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Qualifications of SPECTRA LEADers</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Completed a minimum of 60 credit hours at the College of Charleston.</td>
</tr>
<tr>
<td>2. College of Charleston Alumni (graduating class of 2016 – 2018) are eligible to apply.</td>
</tr>
<tr>
<td>3. Cumulative GPA of <strong>2.80</strong> or higher (as of fall ’17, GPA will be reviewed again in spring ’18. If GPA falls below a <strong>2.80</strong>, we have the right to withdraw employment offer).</td>
</tr>
<tr>
<td>4. The ability to work closely with diverse student groups.</td>
</tr>
<tr>
<td>5. Applicants should possess strong leadership, communication and organizational skills while being flexible and enthusiastic.</td>
</tr>
<tr>
<td>6. Must be flexible and have the ability to make changes quickly and with a positive attitude.</td>
</tr>
<tr>
<td>7. Have tolerance, integrity, exemplary character, enthusiasm about their role as a leader and mentor.</td>
</tr>
</tbody>
</table>

**Application and Interview Timeline:**

- **Completed Application Due:** Monday, December 4, 2017 before 12 Noon
- **Interviews:** January 16th -- January 25th
- **Selection Notification:** January 31, 2018
SUPPLEMENTAL QUESTIONNAIRE:
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. Did you participate in SPECTRA as a student? If so, please specify the year.

3. Teamwork is vital to the success of SPECTRA. What attributes do you possess that show your ability to work as a team player?

4. Are you involved in any volunteer activities (outside of class) and/or a student advocacy project? If so, how would it aid you in being a successful SPECTRA LEADer?

5. Why do you want to work with SPECTRA students? What could you contribute to the SPECTRA transition experience? What do you hope to gain from the experience?

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 word 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 by Monday, December 4, 2017 before 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 2018 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, paying specific attention to the skills listed below. For additional comments: please use the back of this form or attach your own letter of reference to the 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, it should be in a sealed envelope.

Reference Name: ___________________________ Phone Number: __________

E-mail Address: ___________________________

<table>
<thead>
<tr>
<th>Qualities Needed for LEADer Position</th>
<th>Exceptional</th>
<th>Above Average</th>
<th>Average</th>
<th>Below Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professionalism</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to set a good example</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Responsibility</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maturity Level</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communication</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Punctuality</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leadership</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commitment to excellence</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Confidentiality</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Character</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Integrity</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Overall Evaluation:
I recommend this candidate:  
___ Enthusiastically ___ With some reservation ___ I do not recommend this candidate.

______________________________  
Signature  

______________________________  
Date

Please return form before Monday, December 4, 2017 to:  
Office of Multicultural Student Programs and Services  
College of Charleston - Multicultural Center, 207 Calhoun Street, Charleston, SC 29424  
Phone: (843) 953-5660  Fax: (843) 953-5676
SPECTRA LEADer

Applicant Reference Form #2

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 2018 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, paying specific attention to the skills listed below. For additional comments: please use the back of this form or attach your own letter of reference to the 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, it should be in a sealed envelope.

Reference Name: ___________________________ Phone Number: ______________
E-mail Address: ____________________________

<table>
<thead>
<tr>
<th>Qualities Needed for LEADer Position</th>
<th>Exceptional</th>
<th>Above Average</th>
<th>Average</th>
<th>Below Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professionalism</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to set a good example</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Responsibility</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maturity Level</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communication</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Punctuality</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leadership</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commitment to excellence</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Confidentiality</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Character</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Integrity</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Overall Evaluation:
I recommend this candidate:
___ Enthusiastically ___ With some reservation ___ I do not recommend this candidate.

_________________________________________ __________________________
Signature Date

Please return form before Monday, December 4, 2017 to:
Office of Multicultural Student Programs and Services
College of Charleston - Multicultural Center, 207 Calhoun Street, Charleston, SC 29424
Phone: (843) 953-5660 Fax: (843) 953-5676
As a SPECTRA LEADER, I understand I will be expected to:

- Refrain from taking any coursework or hold outside employment during Summer II session.
- Work from July 1 - August 3, 2018 as required.
- Attend all LEADER trainings and orientation sessions. (Each training will be limited to 4 hours.)
  - Meet and Greet: Saturday, February 9th
  - Training Session #1
  - Training Session #2
  - Training Session #3
  - Participate in SPECTRA Prospective Students Calling Party (1 & 2)
- Attend meetings, orientations, and workshops for the SPECTRA Program as assigned.
- Adhere to all instructions and guidelines required by the staff for the Office of Multicultural Student Programs and Services.
- Be respectful of faculty, staff, students, and the Head LEADers.
- Adhere to Federal and College confidentiality guidelines (FERPA).

Scheduling Conflicts:
List dates of courses or other activities/events that could affect your participation in the SPECTRA LEADers Orientation/Training week and the SPECTRA summer program:

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 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 List

• ___ Application

• ___ Unofficial college transcript (*pdf version of Degree Works*)

• ___ Resume of relevant work experience.

• ___ Two Reference forms

• ___ Supplemental Questionnaire

• ___ Typed Personal Statement

_All paperwork must be delivered to:

Rochelle R. Johnson, Associate Director
Multicultural Student Programs and Services
The Multicultural Center
207 Calhoun Street
Phone: (843) 953-5660   Fax: (843) 953-5676

Deadline: Monday, December 4, 2017