



COLLEGE *of*  
CHARLESTON  
SPECTRA

# 2019 SPECTRA

(Speedy Consolidation and Transition Program)

## Head or Assistant LEADer

### Application Packet

*(Please Note: Only applicant(s) with previous SPECTRA LEADer experience may apply for the Head or Assistant Head LEADer position.)*

COMPLETED APPLICATION DUE:  
**Friday, November 16, 2018 before 12 Noon**  
Office of Multicultural Student Programs and Services  
Multicultural Center  
207 Calhoun Street  
(Next door to the Addlestone Library)



COLLEGE *of*  
CHARLESTON  
MULTICULTURAL STUDENT  
PROGRAMS AND SERVICES

For More Information Contact:  
Rochelle R. Johnson, Associate Director  
Phone: (843) 953-5660 Email: [johnsonrr@cofc.edu](mailto:johnsonrr@cofc.edu)

## SUMMER EMPLOYMENT OPPORTUNITY

### 2019 Head/Assistant Head SPECTRA LEADers

We are seeking outstanding students **who are committed to leadership through service to others** to serve as SPECTRA LEADers for the summer.

Students interested in becoming a LEADer must complete the general application, attach an unofficial college transcript, resumé, 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 7 - August 5, 2019** 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 LEADers 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.]**

#### Requirements of SPECTRA LEADers

1. Completed a minimum of 60 credit hours at the College of Charleston.
2. College of Charleston Alumni (graduating class of 2017 - 2019) are eligible to apply.
3. Cumulative GPA of **2.80** or higher (as of fall '18, GPA will be reviewed again in spring '19. If GPA falls below a **2.80**, we have the right to withdraw employment offer).
4. The ability to work closely with diverse student groups.
5. Applicants should possess strong leadership, communication and organizational skills while being flexible and enthusiastic.
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.

## HEAD LEADER JOB DESCRIPTION

The Head LEADER is responsible for general supervision of all LEADers and coordinates many of the details that ensure the efficient operation of the SPECTRA Program. Selected candidate will serve as a liaison between LEADers and the Associate Director of the Office of Multicultural Student Programs and Services; as well as, facilitating and planning bonding activities for student participants. Other duties and essential tasks will include assigning student LEADER groups, roommate assignments, and planning the on-duty schedule. Vital characteristics of the Head LEADER include strong leadership skills, enthusiasm, flexibility, and willingness to accept input from others. The SPECTRA Head LEADER reports directly to the Associate Director of the Office of Multicultural Student Programs and Services.

### Head LEADER responsibilities and duties:

- Serves as a role model and supervisor for the LEADERS.
- Attends and participates in all training sessions and events during the SPECTRA/SCAMP Program.
- Provides feedback and assessment of LEADers and program.
- Works with the Associate Director and Assistant Head LEADER to facilitate planning and scheduling for program.
- Acts as a 'bridge' between MSPS Staff and LEADers for communication and facilitation of the program.
- Ensures LEADers carry out their daily tasks (i.e., room checks, monitoring sign in/out log, participate in on-call system, assisting with tutoring, etc.).
- Ensures adequate supervision is provided for all activities.
- Works with Associate Director and Assistant Head LEADER to set agenda for weekly staff meetings.
- Informs Associate Director of any student or LEADER problems or issues.
- Upholds and enforces high standards of behavior and impeccable standards of safety for students and LEADers.
- Enforce rules and policies as in accordance with the rules and policies of the College of Charleston Honor System and the SPECTRA handbook.
- Represent the Office of Multicultural Student Programs and Services and the College of Charleston in a positive light at all times.
- All other duties as assigned by the Associate Director or the staff of Office of Multicultural Student Programs and Services.

### The Head LEADER must:

- be flexible and work with a variety of personalities
- be able to make decisions under pressure
- listen reflectively
- motivate others and be willing to meet with others when the need arises
- encourage fellow LEADers
- delegate tasks and responsibilities
- be highly organized and detail oriented
- plan agendas and facilitate meetings
- maintain a professional but friendly and understanding attitude with students
- maintain a professional demeanor with all LEADers and staff of the Office of Multicultural Student Programs and Services

## **Assistant HEAD LEADER JOB DESCRIPTION**

The Assistant Head LEADER is responsible for assisting with general supervision of all LEADers and assisting the Head LEADER with coordinating many of the details that ensure the efficient operation of the SPECTRA Program. Selected candidate will serve as a co-liaison between LEADers and the Associate Director of the Office of Multicultural Student Programs and Services; as well as, assisting with facilitating and planning bonding activities for student participants. Other duties and essential tasks will include assisting the Head LEADER in assigning student LEADER groups, roommate assignments, and planning the on-duty schedule. Vital characteristics of the Assistant Head LEADER include strong leadership skills, enthusiasm, flexibility, and willingness to accept input from others. The SPECTRA Assistant Head LEADER reports directly to the Head LEADER and Associate Director of the Office of Multicultural Student Programs and Services.

### **Assistant Head LEADER responsibilities and duties:**

- Serves as a role model and leader for the LEADers.
- Attends and participates in all training sessions and events during the SPECTRA/SCAMP Program.
- Provides feedback and assessment of LEADers and program to the Head LEADER.
- Works with the Associate Director and Assistant Head LEADER to facilitate planning and scheduling for program.
- Ensures LEADers carry out their daily tasks (i.e., room checks, monitoring sign in/out log, participate in on-call system, assisting with tutoring, etc.).
- Ensures adequate supervision is provided for all activities.
- Works with Associate Director and Head LEADER to set agenda for weekly staff meetings.
- Informs Head LEADER of any student or LEADER problems or issues.
- Enforce rules and policies as in accordance with the rules and policies of the College of Charleston Honor System and the SPECTRA handbook.
- Upholds and enforces high standards of behavior and impeccable standards of safety for students and LEADers.
- Represent the Office of Multicultural Student Programs and Services and the College of Charleston in a positive light at all times.
- All other duties as assigned by the Head LEADER and Associate Director or the staff of Office of Multicultural Student Programs and Services.

### **The Assistant Head LEADER must:**

- be flexible and work with a variety of personalities
- be able to make decisions under pressure
- listen reflectively
- motivate others and be willing to meet with others when the need arises
- encourage fellow LEADers
- delegate tasks and responsibilities
- be highly organized and detail oriented
- assist with planning agendas and facilitating meetings
- maintain a professional but friendly and understanding attitude with students
- maintain a professional demeanor with all LEADers and staff of the Office of Multicultural Student Programs and Services

Date Received:	Received by:
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## 2019 SPECTRA Head/Assistant LEADer Application

Return all completed paperwork to the Office of Multicultural Student Programs and Services,  
Multicultural Center, 207 Calhoun Street by **Friday, November 16, 2018 before 12 Noon.**

*\*Please Note: Only applicant with previous SPECTRA LEADer experience can apply for the Head or Assistant Head LEADer position.*

**Please specify which position you are applying for by checking the boxes below:**

Assistant Head LEADer \*       New       Returning

Head LEADer \*       New       Returning

### **Please type or print clearly**

Last Name	First Name	Middle Name	Preferred Name	Preferred Pronoun	
Campus Address (Street/Route/PO Box)			City	State	Zip
Permanent Address (Street/Route/PO Box)			City	State	Zip
College of Charleston ID#:	Graduate: Yes <input type="checkbox"/> or No <input type="checkbox"/>	Expected Graduation Date: (MM/YY)			
Cell Phone #:	Phone #2:	E-mail:			

### **Educational Data:**

Please include an <b>unofficial transcript</b> with your application.		
Cumulative GPA as of Fall '18:	Academic Major:	
Are you living in a residence hall? Yes <input type="checkbox"/> or No <input type="checkbox"/>	Have you previously lived in a residence hall? Yes <input type="checkbox"/> or No <input type="checkbox"/>	If so, which residence hall(s)?

#### Application and Interview Timeline:

*Completed Application Due:*

**Friday, November 16, 2018 before 12 Noon**

*Interviews:*

**Monday, November 26 - Friday, November 30, 2018**

*Selection Notification:*

**Friday, December 14, 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. What could you contribute to the SPECTRA transition experience?

- 6. List any special skills/training you have that might be beneficial to the SPECTRA program (CPR, first aid, lifesaving, etc.)

**LEADERSHIP QUESTIONS:**

Please provide one typed paragraph for each question listed below. The paragraph should be at least 100 words in 11 point Times New Roman font.

1. Why are you interested in becoming a SPECTRA LEADer, and what do you hope to gain from the experience?
2. Provide examples of activities or jobs you held that showcase your leadership experience and the ability to lead others?
3. What motivates you to keep a positive attitude and accomplish your goals?
4. What does diversity and inclusion mean to you? What will you bring to a diverse group? What do you hope to gain from a diverse group? What actions will you exhibit to make members of a diverse group feel included?

**RETURNING LEADERS QUESTIONS:**

1. Overall, what did you learn during your previous time as a SPECTRA LEADer? What's a difficult situation or problem you faced and how did you resolve it?
2. What is one goal you would have for yourself for the 2019 Summer if you are selected to be a SPECTRA LEADer again?

**HEAD/ASSISTANT LEADER POSITION QUESTIONS:**

1. What qualities about yourself make you a good candidate for this position?
2. In your opinion, what are the characteristics of a leader? How have you demonstrated these qualities in your own leadership experience?

**References:**

Please provide two references; one from a Professor, Staff or Administrator from the College of Charleston or an outside employer 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 **Friday, November 16, 2018 before 12 Noon. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED!**



SPECTRA Head or Assistant LEADer  
**Applicant Reference Form #1 - Faculty**

I hereby waive any and all rights of access to this document which is to be included in my application for the Head/Assistant Head 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 Head/Assistant Head SPECTRA LEADer position for the 2019 SPECTRA (Speedy Consolidation and 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: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Qualities Needed for Head/Assistant Head LEADer Position	Exceptional	Above Average	Average	Below Average
Leadership				
Professionalism				
Ability to set a good example as a role model				
Responsibility				
Maturity Level				
Communication				
Punctuality				
Commitment to excellence				
Confidentiality				
Character				
Integrity				

Overall Evaluation:

I recommend this candidate:

\_\_\_Enthusiastically      \_\_\_With some reservation      \_\_\_I do not recommend this candidate.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Please return form before Friday, November 16, 2018 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 Head or Assistant LEADer

**Applicant Reference Form #2 - Staff or Employer**

I hereby waive any and all rights of access to this document which is to be included in my application for the SPECTRA Head/Assistant Head 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 Head/Assistant Head LEADer position for the 2019 SPECTRA (Speedy Consolidation and 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: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Qualities Needed for Head/Assistant Head LEADer Position	Exceptional	Above Average	Average	Below Average
Leadership				
Professionalism				
Ability to set a good example as a role model				
Responsibility				
Maturity Level				
Communication				
Punctuality				
Commitment to excellence				
Confidentiality				
Character				
Integrity				

Overall Evaluation:

I recommend this candidate:

Enthusiastically       With some reservation       I do not recommend this candidate.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Please return form before Friday, November 16, 2018 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 Head or Assistant LEADer, I understand I will be expected to:**

- Refrain from taking any coursework or hold outside employment during Summer II session.
- **Mandatory attendance** to all LEADer trainings and orientation sessions. (Each training will be limited to 4 hours.)
  - Meet and Greet: Saturday, February 9, 2019 (Time: 10:30 a.m. - 12:30 p.m.)
  - Training Session #1-3 (To Be Determined)
  - Participate in SPECTRA Prospective Students Calling Parties (1 and 2)
  - 2019 Accepted Students Weekend sessions (Saturday, March 2<sup>nd</sup> and Saturday, April 13<sup>th</sup>)
  - LEADers Orientation and Training: June 30 - July 5, 2019
  - Work for the program from July 7 - August 5, 2019
- 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 LEADers.
- Adhere to Federal and College confidentiality guidelines (FERPA).
- Adhere to the Protection of Minor Policy (Darkness to Light).

**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. \_\_\_\_\_

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 Head/Assistant Head 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. I will not take any coursework or have outside employment during the SPECTRA Program session.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Late applications will not be accepted!**

**Questions or Concerns:**

Inquiries about the SPECTRA Head/Assistant Head LEADer position can be directed to  
Rochelle R. Johnson, Associate Director  
Multicultural Student Programs and Services  
[johnsonrr@cofc.edu](mailto: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 Leadership Questions

***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: Friday, November 16, 2018**