



COLLEGE *of*
CHARLESTON
SPECTRA

2019 SPECTRA LEADer

(Speedy Consolidation and Transition Program)

Application Packet

COMPLETED APPLICATION DUE:
Friday, December 14, 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

SUMMER EMPLOYMENT OPPORTUNITY

2019 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.

LEADer JOB DESCRIPTION

The LEADer is responsible for general supervision of their assigned group of students. The LEADer will assist the Head LEADer with coordinating many of the details that ensure the efficient operation of the SPECTRA Program. Selected candidate will assist with facilitating and planning bonding activities for student participants. Vital characteristics of the LEADer include strong leadership skills, enthusiasm, flexibility, and willingness to accept input from others. The SPECTRA LEADer reports directly to the Head LEADer.

LEADer responsibilities and duties:

- Act as a role model for all the LEADers and students.
- Attend and participate in all training sessions and events during the duration of the SPECTRA/SCAMP Program.
- Provide feedback and assessment of the students, LEADers and program to the Head LEADer.
- Work with the Head LEADer and Assistant HEADer to facilitate the planning schedule for LEADer led-activities.
- Carry out daily tasks (i.e., room checks, monitoring sign in/out log, participate in on-call system, assist with tutoring, etc.).
- Ensure adequate supervision is provided for all activities.
- Work with Associate Director and Head LEADer to set agenda for weekly staff meetings.
- Inform Head LEADer of any student or staff 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.
- Uphold and enforce high standards of behavior and impeccable standards of safety for the students.
- 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 or Associate Director of the Office of Multicultural Student Programs and Services.

The LEADer needs to be able to:

- 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

Submit only the
Application Packet
beyond this point.

Date Received:	Received by:
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2019 SPECTRA LEADer Application

*Return all completed paperwork to the Office of Multicultural Student Programs and Services,
Multicultural Center, 207 Calhoun Street by **Friday, December 14, 2018 before 12 Noon.***

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

LEADer New or 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 <i>unofficial transcript</i> 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, December 14, 2018 before 12 Noon

Interviews:

January 14 - January 25, 2019

Selection Notification:

February 1, 2019

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 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?

Additional questions below are to be answered only by previous SPECTRA LEADers

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?

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, December 14, 2018 before 12 Noon. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED!**

SPECTRA 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 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 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 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, December 14, 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 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 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 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.

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I recommend this candidate:

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Signature _____

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As a SPECTRA 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 2nd and Saturday, April 13th)
 - 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 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 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 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, December 14, 2018