



2023 SPECTRA

LEADer JOB

DESCRIPTION/REQUIREMENTS

COMPLETED APPLICATION DUE:

Friday, December 16, 2022 before 12 Noon

Office of Multicultural Student Programs and Services

Multicultural Center

14 Green Way

Please Note:

The application is attached separately to allow for submission via email.



For More Information Contact:

Rochelle R. Johnson, Director

Phone: (843) 953-5660 Email: johnsonrr@cofc.edu

SUMMER EMPLOYMENT OPPORTUNITY

2023 SPECTRA LEADer

We are seeking outstanding students **who are committed to leadership through service to others** to serve as a SPECTRA LEADer 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 8 – August 4, 2023** 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. All 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.

**Outside employment is prohibited during Summer Session II;
however, SPECTRA LEADers may take online courses.**

Requirements of SPECTRA LEADer

1. Must have successfully completed at least 60 hours **in residence** at the College of Charleston.
2. Cumulative GPA of **2.5** or higher (as of fall '22, GPA will be reviewed again in spring '23. If GPA falls below a **2.5**, we have the right to withdraw employment offer).
3. The ability to work closely with diverse student groups.
4. Applicants should possess strong leadership, communication and organizational skills while being flexible and enthusiastic.
5. Must be flexible and have the ability to make changes quickly and with a positive attitude.
6. Have tolerance, integrity, exemplary character, enthusiasm about their role as a leader and mentor.
7. Letters of recommendation are required. (See Reference-Professor/Faculty and Reference-Staff & Employer forms attached.)
8. **Applicants who consider joining a Greek organization in the Spring semester are encouraged to discuss applying to become a LEADer with the program director.**

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 Head Leader 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 the 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 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

The application is attached separately to allow for submission via email.

Application Check List

- ____ Application
- ____ Unofficial college transcript (*pdf version of Degree Works*)
- ____ Resume of relevant work experience
- ____ Leadership Questions (#1 - #6)
- ____ SPECTRA Program Participation Dates
- ____ Two Reference forms - Professor and Employer (Emailed to: johnsonrr@cofc.edu)

References:

Please provide two references; one from a Faculty/Professor, Staff, or Administrator from the College of Charleston or an outside employer who can assess your potential as a SPECTRA LEADER.

Provide each reference with a Reference form. The reference forms can be hand-delivered to the Office of Multicultural Student Programs and Services or emailed to Rochelle Johnson at johnsonrr@cofc.edu.

Be sure to print your name at the top of each form and let your references know the submission deadline is **Friday, December 16, 2022, before 12 Noon.**

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED!

All paperwork must be delivered or emailed to:

Rochelle R. Johnson, Director
Multicultural Student Programs and Services
The Multicultural Center
207 Calhoun Street
Phone: (843) 953-5660 Email: johnsonrr@cofc.edu

**Deadline:
Friday, December 16, 2022**