



MSPS Official Use:	
Date Received:	Received by:

2023 LEADer Application

Return all completed paperwork to the Office of Multicultural Student Programs and Services,
Multicultural Center, 207 Calhoun Street by **Friday, December 16, 2022 before Noon**

or by email to johnsonrr@cofc.edu

**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:

<input type="checkbox"/> New LEADer	<input type="checkbox"/> Returning LEADer
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Please type or print clearly in blue or black ink

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:	CofC e-mail:		

Educational Data:

Please include an unofficial transcript with your application.	
Cumulative GPA as of Fall '22:	Academic Major/minor:
Please Note: Interviews will be conducted via Zoom	

Are you currently living in or have previously lived in a residence hall?	If selected, what is your availability for an interview?
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Yes or No	Monday	Tuesday	Wednesday	Thursday	Friday
	AM				
	PM				

Reminder:

Include Reference forms (see attached forms)

Application and Interview Timeline:

Complete Application Due:

Friday, December 16, 2022 before 12

Noon Interviews:

Monday, January 23, – Friday, January 27, 2023

Selection Notification:

January 31, 2023

Eligibility Requirements to Apply:

- Successfully completed at least one (1) summer of employment as a SPECTRA LEADER.
- A cumulative GPA of 2.5 or higher is preferred.
- Be able to work closely with diverse student groups.
- Possess strong leadership, communication, and organizational skills while being flexible and enthusiastic.
- Be able to make changes quickly and with a positive attitude.
- Exhibit patience, acceptance, integrity, exemplary character, and enthusiasm about their role as leaders and mentors to first-year students.
- Applicant who considers joining a Greek organization in the Spring semester is encouraged to discuss applying to become a LEADER with the program director prior to submitting an application.

SUPPLEMENTAL QUESTIONS:

1. Did you participate in SPECTRA as a student? If so, please specify the year. What Multicultural Student Programs and Services' events and/or activities have you supported and/or participated in over the past year?

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

3. 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?

4. 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?

5. 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?

PREVIOUS LEADER QUESTIONS:

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 2021 Summer if you are selected to be a SPECTRA LEADER again?

As a SPECTRA LEADER, I understand I will be expected to:

- Not seek additional employment while employed with the SPECTRA Program during Summer Session II; however I may take on-line courses.
- Attend **mandatory** LEADER trainings, events, etc.
 - Meet and Greet-Virtual or In-person (Sunday, February 5th, 2023)
 - Training Sessions (up to 3 possibly sessions during Spring '23 semester, TBD)
 - Participate in SPECTRA Prospective Students Calling Parties (1 and 2)
 - 2023 Accepted Students Weekend sessions (Feb. 24th, Saturday, March 18th)
 - LEADers Move-In: Sunday, June 25, 2023
 - LEADers Orientation and Training: Monday, June 26 – Friday, July 30, 2023
 - LEADers begin work at student move-in from July 8, 2023
 - SPECTRA Program Dates: Saturday, July 8th, 2023 - Friday, August 4th, 2023
 - LEADers Move-Out: Friday, August 4th, 2023 (after your students leave)

- 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) and student Code of Conduct.

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:

Please direct inquiries to
Rochelle R. Johnson, Director
Multicultural Student Programs and Services
johnsonrr@cofc.edu

SPECTRA Application Requirements & 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 notify your references of the submission deadline (**Friday, December 16, 2022, before 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**