

FALL 2012- SPRING 2013 PEER LEADER

EMPLOYMENT APPLICATION



INSTRUCTIONS

- Complete the inside of this application in its entirety
- Attach the following Documents to the application:
 - o Cover Letter/ Letter of interest
 - o Resume
- Turn in this completed application to the Office of Intercultural Leadership (Avila Hall) by 5pm on Feb 10th

IMPORTANT DATES

- **January 23rd**Applications Available Avila Hall,
 - Student Life and Career Center
- February 10th
 Completed Applications Due in Avila Hall by 5PM
- February 13th February 24th
 Interviews
- March 2th
 Notification of Applicants

ALANA is Leadership · Peer Leader Job Description

OVERVIEW OF ALANA IS LEADERSHIP

The goal of the program is to support and partner with **ALANA** (African, Latin, Asian, and Native American) students as they excel in the areas of leadership development, academic achievement, and social responsibility while concurrently celebrating their scholarship.

PEER LEADER

Description

- Are expected to work with and have a positive rapport with students, staff and other college officials.
- Coordinate plan, implement and evaluate several programs per semester.
- Communicate the goals of the ALANA is Leadership to student(s) and staff, and encourage broad levels of attendance and participation.
- Attend several trainings throughout the academic year (eg. Safe Space Training).
- Attend programs as presented by fellow Peer Leaders.
- Are expected to arrive early for trainings, workshops and social events.
- Will be supervised by the Graduate Assistant and the Director and are required to help with the planning of our open house, social events, and ALANA traditional programs.
- Are required to attend all total ALANA meetings and individual meetings with Graduate Assistant and Office of Intercultural Leadership Director
- Are required to complete monthly Peer Leader Activity Logs.

Professional Expectations

It is expected that by accepting employment, the Peer Leader will be in agreement with the general policies
and principles of the College of Saint Rose and will perform his/her responsibilities in accord with the
College's objectives.

Remuneration

Stipend per-semester

ALANA is Leadership · Peer Leader Application

PERSONAL INFORMATION Full Name: Last First Middle Initial Student ID: Contact Number: St Rose E-Mail Address: ____ @strose.edu Campus Address:_ Hall Room # Box# Class Status as of August 1, 2011: Freshman Sophomore Junior Senior Are you a Peer Leader? Yes \prod No **ENCLOSURES** Please submit a properly formatted resume and cover letter. (visit the Career Center or visit their website at http://www.strose.edu/officesandresources/career_center for assistance)

IMPORTANT NOTES

Mandatory Attendance Dates

Jan. 23rd -25th, 2012 Feb 13th -Feb 24th, 2012

Applicant Interest meeting Individual Interviews

In your cover letter, please share characteristics about yourself that you feel would assist you in the position you are applying for as well as address your ability to work with a diverse population.

*(Sign up for interviews when returning your application)

Nondiscrimination Policy

The Office of Intercultural Leadership is in accordance with the College of Saint Rose's non discrimination policy. The College of Saint Rose, sponsored by the Sisters of St. Joseph of Carondelet, is fully accredited by the Board of Regents and the University of the State of New York and the Middle States Association of Colleges and Secondary Schools. The College does not discriminate on the basis of race, color, sex, creed, disability, national/ethnic origin or sexual orientation in administration of its educational policies, admission policies, scholarship and loan programs, athletics and other school-administered programs. If any student or employee has a complaint of non-compliance of the above they are strongly encouraged to contact Rita McLaughlin, Assistant Vice President for Student Affairs, Office of Student Affairs, EAC, 420 Western Ave., (518)454-5170; Jeffrey Knapp, Assistant Vice President for Human Resources, Human Resources Office, Cabrini Hall, 399 Western Ave., (518)454-5138. For disability related complaints, refer to the grievance procedure outlined in the policy of non-discrimination on the basis of disability

Withdrawing Your Application

If at any time you wish to withdraw your application, please notify the office by calling the Administrative Assistant at x2050.

Hand your application into the Office of Intercultural Leadership (Avila Hall, 415 Western Ave).

SHORT ANSWER QUESTIONS

For new prospective applicants only!

Please answer the following questions on a separate page (all answers should be typed and include questions with responses.) Please answer all questions.

- 1. Describe a time in your life where your viewpoint on a topic changed.
- 2. What kinds of experiences have you had in relating with people whose backgrounds are different than your own?
- 3. What does it mean for you to have a commitment to diversity? How have you demonstrated that commitment, and how would you see yourself demonstrating it here?
- 4. List and describe three characteristics about yourself that you feel would assist you in the position?
- 5. What efforts have you made, or been involved with, to foster multicultural understanding and cultural competence?

Limit your responses to approximately one half page per question.

CERTIFICATION

By completing this application you understand the fopoint):	llowing requirements (please initial next to each bullet
 The Peer Leader is expected to be the next priori What other commitments will you have for the next Seme 	, , ,
Candidates are required to be in good academic sCandidates are expected to be in good disciplinar	tanding (2.50 cumulative GPA). y/judicial standing with the College of Saint Rose.
By signing below, I hereby certify that I have rea information within this application is accurate ar and requirements as stated in the attached mater	nd correct, and that I meet all the qualifications
Signature:	Date: