



LGBTQ SERVICES

ADDRESS

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Dickinson College

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E-MAIL

LGBTQ@dickinson.edu

TELEPHONE

(717) 254-8054

FALL 2021 PRIDE COORDINATOR APPLICATION PACKET

Attached is an application packet for Pride Coordinator positions within the Office of LGBTQ Services for the Fall 2021 semester.

The first step in the application process is for you to review this material thoroughly and become acquainted with the details of the selection process and the many facets of being a Pride Coordinator at the Office of LGBTQ Services.

Pride Coordinators are responsible for supporting a learning environment that contributes to student development, especially around issues of gender and sexuality. The working philosophy of the Office of LGBTQ Services emphasizes the value of maintaining an inclusive work environment that both thrives through the unique qualities of individual staff members and provides student workers with opportunities for personal growth and professional development.

We are looking for individuals with strong commitments to social justice issues, dedication to cultural awareness, and a strong responsibility for their own personal growth. In addition to performing the specific duties and tasks of each Pride Coordinator position, these roles are best suited for people who are willing and able to develop positive relationships with groups and individuals, modeling openness and active learning, and maintaining the highest standards of office services.

This year, we are hiring for 3 different Pride Coordinator positions:

- Programming & Events
- Training & Education
- News, Marketing & Public Relations

Please return your completed application no later than **Monday, April 5th by 4:30PM by email to LGBTQ@dickinson.edu.**

**Interviews will take place April 7th – 13th
Decisions will be made by April 16th**

Thank you for your interest. Please feel free to contact us at **717-254-8054** if you have any questions about the application process.

Todd G. Nordgren, Ph.D.
Director – Office of LGBTQ Services

APPLICATION REQUIREMENTS CHECKLIST:

All Applicants **Must**...

1. Carefully read and complete the entire application packet.
2. Have a **3.0** cumulative grade point average and be in good social standing with the College.
3. Be available to work **at least** 5 hours per week in the Office
note: some positions may require 7 hours during certain weeks based on events and trainings
4. Be available to attend all events sponsored by the Office unless some reasonable issue arises accepted by the Director.
5. Be available for mandatory bi-weekly full staff meetings and individual bi-weekly one-on-one sessions during the semester.
6. Attach your Fall Class Schedule.
7. Prepare essays/supplemental materials.
8. Ask one individual to serve as references for you in the selection process.
9. Turn in your completed application packet to **Todd Nordgren** at nordgret@dickinson.edu by **Monday, April 5th by 4:30PM.**

GENERAL INFORMATION

Name _____ Email address _____

Name you would like me to call you: _____ Gender Pronouns: _____

Phone number _____

Major(s) _____ Year of Graduation _____

Are you eligible for work study? **Yes** **No**

ACADEMIC* & LEADERSHIP INVOLVEMENT:

**Attach Fall 2021 class schedule to complete your application.*

Do you have plans to study abroad during your time at Dickinson? _____

If yes, please indicate semester(s) _____

Please list all activities/organizations that you plan to participate in and/or leadership positions you plan to hold during the current academic year (both volunteer and paid)

Please list any relevant work/volunteer experience you have held on and off campus.

Position Held	Supervisor	Description of Duties
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Please list relevant course work you have taken while at Dickinson.

TECHNOLOGY/COMPUTER SKILLS:

Mark all software programs you have proficiency in:

Microsoft Word Microsoft PowerPoint Adobe Photoshop Canva

Other(s) _____

POSITION DESCRIPTIONS

Programming & Events (1-2 positions available)

- This PC assists Office staff in planning and presenting programs and events for Dickinson community.
- The Coordinator organizes programs, assists with logistical details for planning Office events, seeks co-sponsors, and provides other general support in planning programs and events.
- Signature office events include:
 - Out on Britton
 - Transgender Day of Remembrance
 - LGBTQ History Month
 - Drag Show
 - Lavender Reception
- **The ideal candidate will bring creativity to the role – with a willingness to talk with peers about events they would like to see on campus. This individual will also have strong organizational skills and a passion for developing and executing events.**

Training & Education (1-2 positions available)

- This PC works on maintaining and enhancing the R.A.I.S.E. (Red Devils Advocating for Inclusive Spaces for Everyone) program and other educational programming/trainings offered by the Office.
- The Coordinator will be involved with developing and presenting educational training opportunities along with the Director.
- **The ideal candidate will be comfortable speaking in front of groups of people and show a willingness to share openly and authentically with others.**

Marketing & Public Relations (1 position available)

- This PC is in charge of all marketing and communication that comes from the Office regarding programs, events, trainings, and services.
- The Coordinator creates and maintains the Office’s End-of-the-Year Review, manages a balanced and vibrant social media campaign (across Facebook, Instagram, & EngageD), creates and organizes distribution of posters and other marketing concepts, and captures events and programs via photos and videography.
- **The ideal candidate will have experience with graphic design (such as Photoshop) and will be savvy in managing a professional social media presence.**

Please rank (with 1 being your top choice and 3 being your bottom choice) your preference of the open positions.

_____ Programming & Events
_____ Training & Education
_____ News, Marketing & Public Relations

*As you move into the supplemental questions, for the position you ranked the highest (#1), please note the question that is designed specifically for that position.

SUPPLEMENTAL QUESTIONS

Please use a separate sheet to answer the following questions. Your responses should be a short paragraph in length.

GENERAL QUESTIONS

1. Whether you identify as LGBTQ+ or not, what has been your perception of the experience of LGBTQ+ identified students at Dickinson?
2. Can you describe an event/program on campus that you enjoyed that was focused on inclusion and social justice? Why did you enjoy it?
3. What do you think you could bring or contribute to the Office of LGBTQ Services as a Pride Coordinator?

POSITION SPECIFIC QUESTIONS

4. Only complete this question if you ranked Programming & Events first:
Please describe an event/program that you might imagine planning if you were hired as the Programming & Events Pride Coordinator. How would you go about planning the event and why would you choose this particular idea?
5. Only complete this question if you ranked Training & Education first:
This position requires the Pride Coordinator to present alongside the Director and share details about their personal experiences. There may be occasions where your peers, or even faculty/staff, will say things during trainings that may be offensive or insensitive. How might you respond to individuals who (often unknowingly) say things like this? What is your comfort level in doing so?
6. Only complete this question if you ranked Marketing & Public Relations #1
The Director of the Office has asked you to create a poster for an upcoming event. Using the following details, please provide a sample poster to your application.
 - Name of Event: 6th Annual Lavender Reception
 - Date of Event: Friday, April 20, 2022
 - Time of Event: 6:00pm
 - Location of Event: Stern Great Room
 - Description of Event: Lavender Reception is an inspiring and affirming ceremony that celebrates the achievements of graduating students from the LGBTQQIA+ and allied community at Dickinson College.
 - Other Information: My only request is that the overall color scheme of the poster be purple/lavender.

REFERENCE

Please provide **one** reference that has direct knowledge of your competence and abilities. Do not list relatives. We recommend that your reference be a Dickinson College administrator, faculty, or staff member.

Name _____

E-Mail Address _____

Occupation/Title _____

SIGNATURES

Please read carefully, and sign or initial where indicated.

GPA

By checking the following box, I understand that I must have a cumulative grade point average of **3.0** to be considered in this application process and be in good social standing with the College.

My cumulative GPA is at least a 3.0

Initial _____

ATTENDANCE AND PARTICIPATION REQUIREMENTS

I have read the timeline for hiring and understand all of the dates related to submitting applications, interviewing and notification of hiring decisions. I understand that, if hired, **I must be available to work at least 5 hours per week, attend all programming offered by the Office, as well as attend ALL full staff and individual one-on-one meetings.** If I cannot meet these requirements, I acknowledge that I may be released from my position so the opportunity can be offered to another student.

Signature of applicant

Date

ACCESS TO ACADEMIC RECORD

I certify that the information I have provided in this application is valid. I have made the effort to accurately represent myself as a candidate for employment in the Office of LGBTQ Services at Dickinson College. **By signing this application, I understand that I have released access to my academic records to Office of LGBTQ Services to verify academic eligibility.** If I am hired, the Office of LGBTQ Services will continue to have access to my academic records throughout my employment as a Pride Coordinator in order to support my academic, professional and personal growth. I may be placed on job probation and/or be subject to dismissal if I fail to remain a student in good academic standing with the College.

Signature of applicant

Date