



LGBTQ SERVICES

PRIDE COORDINATOR POSITIONS SPRING 2015 - APPLICATION PACKET

Attached is an application packet for Pride Coordinator positions within the Office of LGBTQ Services for the Spring 2015 semester.

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

ADDRESS

*Landis House
P.O. Box 1773
Carlisle, PA 17013
Dickinson College*

WEB

go.dickinson.edu/LGBTQ

E-MAIL

LGBTQ@dickinson.edu

TELEPHONE

(717) 254-8054

FAX

(717) 245-1986

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 the ability to perform the specific duties and tasks of each Pride Coordinator, these positions are best suited to people who are willing and able to develop positive relationships with groups and individuals, will model openness and active learning, and will maintain the highest standards of basic Office services.

If selected to be a staff member at the Office, you will be required to participate in programming sponsored by the Office, staff meetings, and regularly scheduled office/front desk hours.

Please return your completed application no later than **December 12th by 4:30PM** to **Erica Gordon** at the **Office of LGBTQ Services, Landis House, 101 S. College Street, P.O. Box 1773, Carlisle, PA 17013.**

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

Erica Gordon

Interim 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.
- ___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 Spring Class Schedule.
- ___7. Prepare essays/supplemental materials.
- ___8. Ask two individuals to serve as references for you in the selection process and have reference sheets completed by each reference.
- ___9. Turn in your completed application packet to **Erica Gordon** at the **Office of LGBTQ Services, Landis House, 101 S. College Street, P.O. Box 1773, Carlisle, PA 17013** by **December 12th at 4:30PM.**

GENERAL INFORMATION:

Name _____ Email address _____
HUB Box # _____ Local Phone # _____
Major/s _____ Year of Graduation _____
Current cumulative G.P.A.: _____ Are you eligible for work study? **Yes No**

ACADEMIC* & LEADERSHIP INVOLVEMENT:

**Attach Spring 2015 class schedule to complete your application.*

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

If yes, please indicate semester(s) _____

How many credits do you plan on taking during the current academic year? *Fall:* NA *Spring:* _____

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

Please list relevant course work you have taken while at Dickinson.

TECHNOLOGY/COMPUTER SKILLS:

Circle all software programs you have proficiency in:

MS Word MS PowerPoint MS Publisher Adobe Photoshop SPSS

Other(s) _____

REFERENCES:

Please provide **two** references that have direct knowledge of your competence and abilities. Do not list relatives. At least one of the references must be a Dickinson College administrator, faculty, or staff member. Each reference is asked to fill out the reference check form on the following page. Please print out a form (*attached at the end of this packet*) for each reference. References are also due by **December 12th at 4:30PM**. They can be handed in separately from your application.

- 1. Name _____
Address _____
Phone Number _____ Occupation _____
- 2. Name _____
Address _____
Phone Number _____ Occupation _____
- 3. Name _____
Address _____
Phone Number _____ Occupation _____

SUPPLEMENTAL QUESTIONS:

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

What are some effective approaches to promoting diversity and social justice on campus?

What event/program on campus do you believe has positively contributed to a better climate/culture at Dickinson with respect to diversity and social justice? Why?

What types of experiences or skills do you have with developing/hosting programs and events?

How would you market LGBTQ related events on campus if you were hired in one of the available positions?

SIGNATURES:

Please **read carefully**, and **sign/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

STAFF USE ONLY -- APPLICATION CHECKLIST

1. _____ APPLICATION

2. _____ SPRING 2015 CLASS SCHEDULE

3. _____ ESSAY RESPONSES

4. INTERVIEW DATE & TIME: _____

**OFFICE OF LGBTQ SERVICES
REFERENCE CHECK FORM**

Applicant's Name: _____

REFERENCE CONTACT INFORMATION

Name _____

Title/Occupation: _____

Address _____

Phone Number _____

REFERENCE COMMENTS

In what capacity have you known the applicant?

Have you supervised their work? If so, what were the applicant's job responsibilities?

What are the applicant's strengths?

What are some areas you feel are areas of growth and development for the applicant?

How does the applicant address situations of uncertainty (*e.g. change of supervisor, sudden changes in program of work, etc*)?

How much support from others does the applicant require (*e.g. do they need to work as a member of a team or require much supervisor oversight, or do they thrive working independently*)?

Is there anything else you would like to add?

Thank you for your time and assistance.