



LGBTQ SERVICES

PRIDE COORDINATOR POSITIONS FALL 2014 - APPLICATION PACKET

Attached is an application packet for Pride Coordinator positions within the Office of LGBTQ Services for the Fall 2014 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. Though we are currently hiring only for the Fall 2014 semester, those hired may be eligible to continue in the employ of the Office in subsequent semesters, as well.

Please return your completed application no later than **April 16th by 4:30PM** to **Brian Patchcoski or Sara Klemann** 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.

Brian J. Patchcoski

Director – Office of LGBTQ Services

Sara Klemann

Program Assistant – Landis House

HIRING TIMELINE:

March 17th 2014 – Applications Available

April 16th 2014 – Applications Due

April 17th – April 25th – Interviews

April 30th – Decision Letter Available at Landis House

August through December – Bi-weekly full staff meetings/Bi-weekly one-on-one's (*one meeting per week*)

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 Fall Class Schedule.
- ____ 7. Prepare essays/supplemental materials.
- ____ 8. Ask three 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 **Brian Patchcoski or Sara Klemann** at the **Office of LGBTQ Services, Landis House, 101 S. College Street, P.O. Box 1773, Carlisle, PA 17013** by **April 16th 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 Fall 2014 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:* _____ *Spring:* **N/A**

Approximate number of hours you will be able to work per week (*between 6-10*): _____

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:

Circle all software programs you have proficiency in:

MS Word MS PowerPoint MS Publisher Adobe Photoshop SPSS

Other(s) _____

INTERVIEW AVAILABILITY:

Interviews for the Pride Coordinator positions will be held during the week of April 17th – April 25th. Interviews will run roughly 30 minutes, and you will be notified if you have been selected for an interview by Thursday, April 17th. **Please indicate your availability by checking all times when you would be available to interview.**

R, 4/17	8:30-9	9-9:30	9:30-10	10-10:30	10:30-11	11-11:30	11:30-12	1-1:30	1:30-2	2-2:30	2:30-3	3-3:30	3:30-4	4-4:30

F, 4/18	8:30-9	9-9:30	9:30-10	10-10:30	10:30-11	11-11:30	11:30-12	1-1:30	1:30-2	2-2:30	2:30-3	3-3:30	3:30-4	4-4:30

M, 4/21	8:30-9	9-9:30	9:30-10	10-10:30	10:30-11	11-11:30	11:30-12	1-1:30	1:30-2	2-2:30	2:30-3	3-3:30	3:30-4	4-4:30

T, 4/22	8:30-9	9-9:30	9:30-10	10-10:30	10:30-11	11-11:30	11:30-12	1-1:30	1:30-2	2-2:30	2:30-3	3-3:30	3:30-4	4-4:30

W, 4/23	8:30-9	9-9:30	9:30-10	10-10:30	10:30-11	11-11:30	11:30-12	1-1:30	1:30-2	2-2:30	2:30-3	3-3:30	3:30-4	4-4:30

T, 4/24	8:30-9	9-9:30	9:30-10	10-10:30	10:30-11	11-11:30	11:30-12	1-1:30	1:30-2	2-2:30	2:30-3	3-3:30	3:30-4	4-4:30

F, 4/25	8:30-9	9-9:30	9:30-10	10-10:30	10:30-11	11-11:30	11:30-12	1-1:30	1:30-2	2-2:30	2:30-3	3-3:30	3:30-4	4-4:30

POSITION*: (Please rate the following positions from 1-5, with “1” being your most desired position.)

** Positions descriptions are listed at the end of this application*

1. _____ **Pride Coordinator: Programming & Events Coordinator**
2. _____ **Pride Coordinator: Programming & Community Outreach**
3. _____ **Pride Coordinator: News and Digital Resources**
4. _____ **Pride Coordinator: Training and Education**
5. _____ **Pride Coordinator: Faculty and Departmental Outreach**

REFERENCES:

Please provide **three** 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 **April 17^h 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?

ESSAY QUESTIONS:

*Please attach your essays to the questions below on a separate sheet of paper. **Your answers should not exceed five typed 8.5x11 pages.** Include your name at the top right corner. You will be evaluated on creativity, relevance, critical thought, and presentation.*

- A. As a Pride Coordinator candidate within the Office of LGBTQ Services, we would like to know why you want to be part of our staff and work with students, staff, and faculty from the Dickinson community on issues of sexuality and gender. *What do you hope to contribute by working in the Office of LGBTQ Services? What do you hope to gain from working in the Office of LGBTQ Services? How will your work in the Office prepare you to meet future career, educational, and personal goals?*
- B. The LGBTQ Office works to create a safe and supportive environment through educational opportunities and advocating for the needs and concerns of LGBTQQA students. We also engage with justice-related issues outside sexuality and gender, including (but not limited to) race, ethnicity, religion, spirituality, class, and ability status. In your own words, please describe your understanding of social justice. Feel free to incorporate previous experiences where you believe issues of justice were present and helped to facilitate your current perception of the world and justice work. *How will your vision of justice work assist you with working in the Office of LGBTQ Services? In respect to your view, where does Dickinson need to grow? Where are we thriving?*

**Applicants are encouraged to utilize the services of the Career Center
(Resume Writing/Interviewing Preparation)**

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. _____ FALL 2014 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.

POSITION DESCRIPTIONS:

Office of LGBTQ Services Programming & Events Pride Coordinator POSITION ANNOUNCEMENT

The Programming & Events Pride Coordinator assists Office staff in planning and presenting programs and events for LGBTQ+ communities. The Coordinator creates advertising materials, organizes programs, assists with logistical details for planning Office events, seeks co-sponsors, and provides other general support in planning programs and events for LGBTQ+ communities at Dickinson.

Job Responsibilities:

- Assist Office staff with logistical details for programs and events, including:
 - Alumni Weekend
 - Homecoming and Family Weekend/Pride Reception
 - Bisexual Awareness Day
 - LGBTQ History Month
 - National Coming Out Day/Week Events
 - Transgender Day of Remembrance
 - Pride Week Events
 - The Day of Silence
 - Lavender Graduation
 - Other programs as they arise...
- Take primary responsibility for developing advertising materials, including creation of flyers, handouts, posters, etc.
- Distribute advertising information, inclusive, but not limited to, sending email and listserv notices to advertise programs and events, hanging fliers across campus, and posting events on Facebook;
- Support events and programs by operating video-cameras, digital cameras, recording devices, etc. and digital editing including the reservation of media equipment and facilitating the creation of digital media.
- Work in collaboration with Office staff to prepare welcome packets and thank you notes for contributors;
- Write and/or co-author at least one article for the Office Newsletter, per semester;
- Attend regularly scheduled meetings, such as one-on-ones with Director, staff meetings, professional development in-services, Office events, etc.;
- As a member of the staff of the Office of LGBTQ Services, assist with general office support, such as answering phone calls, replying to emails, greeting visitors in a positive and professional manner.
- Other similar duties as assigned.

Qualifications:

- Must have a minimum GPA of **3.0** and be in good social standing with the College.
- Must be in good academic standing for the term prior to selection and during entire period of employment.
- Preferred knowledge of Photoshop and other design software.
- **Must be available to attend bi-weekly staff meetings and bi-weekly individual one-on-ones with Director**
- Must have demonstrated knowledge of and sensitivity to traditionally underrepresented students (including, but not limited to, Asian/Pacific Islander, Asian-American, African, African-American, Chicana/o, Hispanic, Latina/o, Native American, Alaskan Native, Lesbian, Gay, Bisexual, Transgender, Queer, and Questioning students, students with disabilities as well as those with various spiritual/religious beliefs).

Term of Employment:

Fall 2014 Semester

Hours:

5 hours week maximum

Compensation (one of the following):

Work-study

Application Due:

April 16, 2014

POSITION DESCRIPTIONS:

Office of LGBTQ Services Programming & Community Outreach Pride Coordinator POSITION ANNOUNCEMENT

The Program & Community Outreach Pride Coordinator serves as a liaison to student organizations and community groups and assists with the events sponsored by the Office. The Pride Coordinator creates materials, organizes programs, informs groups of services and events, and organizes strategies to conduct outreach to various communities affiliated with the Dickinson community. The Program & Community Outreach Pride Coordinator will assist the Programming and Events Pride Coordinator as needed.

Job Responsibilities:

- Serve as the liaison to student organizations and community groups, inclusive of Spectrum and various Offices/Center's across the College community.
- Serve as the liaison to student organizations and community groups who primarily serve people of color, fraternity and sorority life, spiritual/religious life, as well as the athletics community.
- If possible, attend meetings of the aforementioned groups/organizations and/or subscribe to their listservs;
- Communicate with student groups to provide updates, advertise events, assist in identifying resource needs, etc.;
- Organize strategies for advertising Office resources and services, including development of brochures, posters, flyers, etc.
- Distribute advertising information, inclusive, but not limited to, sending email and listserv notices to advertise programs and events, hanging fliers across campus, and posting events on Facebook;
- Assist Office staff with updates to weekly, monthly, semester and annual calendars of campus and community events;
- Assist Programming and Events Intern with publicity as needed throughout both semesters
- Assist Office staff in providing outreach to College campuses and LGBTQ groups surrounding Dickinson;
- Attend regularly scheduled meetings, such as one-on-ones with Director, staff meetings, professional development in-services, Office events, etc.;
- Write and/or co-author at least one article for the Office Newsletter, per semester;
- As a member of the staff of the Office of LGBTQ Services, assist with general office support, such as answering phone calls, replying to emails, greeting visitors in a positive and professional manner;
- Other similar duties as assigned.

Qualifications:

- Must have a minimum GPA of **3.0** and be in good social standing with the College.
- Must be in good academic standing for the term prior to selection and during entire period of employment.
- **Must be available to attend bi-weekly staff meetings and bi-weekly individual one-on-ones with Director**
- Must have demonstrated knowledge of and sensitivity to traditionally underrepresented students (including, but not limited to, Asian/Pacific Islander, Asian-American, African, African-American, Chicana/o, Hispanic, Latina/o, Native American, Alaskan Native, Lesbian, Gay, Bisexual, Transgender, Queer, and Questioning students, students with disabilities as well as those with various spiritual/religious beliefs).

Term of Employment:

Fall 2014 Semester

Hours:

5 hours week maximum

Compensation (one of the following):

Work-study

Application Due:

April 16, 2014

POSITION DESCRIPTIONS:

Office of LGBTQ Services News and Digital Resources Pride Coordinator POSITION ANNOUNCEMENT

The News and Digital Resources Pride Coordinator assists Office staff with maintenance of general Office operations. The Coordinator creates and maintains the Office Newsletter sent two times each semester; updates Google Calendar entries, submits Compass Announcements, facilitates staff appreciation & recognition processes, organizes distribution of flyers/posters, and provides general support for Office projects.

Job Responsibilities:

- Create and design the NEW Office Newsletter which will be published digitally two times per semester;
- Take primary responsibility for updating the master Google calendar for the Office;
- Work in collaboration with the Director to maintain Office operations related to Information Technologies; Facebook; Twitter; YouTube; and other social media outlets;
- Manage all aspects of the Office listservs; inclusive of updating lists and revising old members;
- Take primary responsibility for distributing brochures, flyers, posters and other advertising materials related to Office events and programs, including the coordination of other Pride Coordinator support;
- Assist Landis House Program Assistant with distribution and follow up of Pride Coordinator campus posting responsibilities;
- Assist Office staff with preparing and organizing paperwork, forms, applications, records, etc. related to programs and projects;
- Organize and design displays for billboards, display cases, etc.;
- Design and coordinate staff-recognition and appreciation projects, including tracking and updating birthday databases;
- Attend regularly scheduled meetings, such as one-on-ones with Director, staff meetings, professional development in-services, Office events, etc.;
- As a member of the staff of the Office of LGBTQ Services, assist with general office support, such as answering phone calls, replying to emails, greeting visitors in a positive and professional manner;
- Other similar duties as assigned.

Qualifications:

- Must have a minimum GPA of **3.0** and be in good social standing with the College.
- Must be in good academic standing for the term prior to selection and during entire period of employment.
- Preferred knowledge of Microsoft Excel, Access, Publisher and Google
- **Must be available to attend bi-weekly staff meetings and bi-weekly individual one-on-ones with Director**
- Must have demonstrated knowledge of and sensitivity to traditionally underrepresented students (including, but not limited to, Asian/Pacific Islander, Asian-American, African, African-American, Chicana/o, Hispanic, Latina/o, Native American, Alaskan Native, Lesbian, Gay, Bisexual, Transgender, Queer, and Questioning students, students with disabilities as well as those with various spiritual/religious beliefs).

Term of Employment:

Fall 2014 Semester

Hours:

5 hours week maximum

Compensation (one of the following):

Work-study

Application Due:

April 16, 2014

POSITION DESCRIPTIONS:

Office of LGBTQ Services Training and Education Pride Coordinator POSITION ANNOUNCEMENT

The Training and Education Pride Coordinator works with the Office in maintaining and enhancing the Pride @ Dickinson Safe Zone/Space program, the LGBTQ Mentorship Program, and other educational programming/ trainings offered by the Office. The Coordinator will be managing incoming applications, fielding questions, developing resources, and enhancing each program.

Job Responsibilities that repeat each semester:

- Review and maintain databases for both the Pride @ Dickinson and LGBTQ Mentorship Programs;
- Update campus listings of Pride @ Dickinson trained participants;
- Ensure web presence is maintained for both Pride @ Dickinson and LGBTQ Mentorship Programs;
- Update and maintain Mentorship members and pairings across the College;
- Design and revise advertising/training materials for each program;
- Review other programs across the country and ensure Dickinson is in line with other institutions;
- Organize training sessions with Director, set agendas, prepare handouts, send reminders, and prepare appropriate facilities;
- Learn SPSS database entry and enter evaluation information on an on-going basis;
- Assist with preparing and collecting general evaluation packets for programming on campus sponsored by the Office of LGBTQ Services;
- Attend regularly scheduled meetings, such as one-on-ones with Director, staff meetings, professional development in-services, Office events, etc.;
- Write and/or co-author at least one article for the Office Newsletter, per semester;
- As a member of the staff of the Office of LGBTQ Services, assist with general office support, such as answering phone calls, replying to emails, greeting visitors in a positive and professional manner;
- Other similar duties as assigned.

Qualifications:

- Must have a minimum GPA of **3.0** and be in good social standing with the College.
- Must be in good academic standing for the term prior to selection and during entire period of employment.
- Preferred knowledge of Microsoft Excel and Access – possibly SPSS
- **Must be available to attend bi-weekly staff meetings and bi-weekly individual one-on-ones with Director**
- Must have demonstrated knowledge of and sensitivity to traditionally underrepresented students (including, but not limited to, Asian/Pacific Islander, Asian-American, African, African-American, Chicana/o, Hispanic, Latina/o, Native American, Alaskan Native, Lesbian, Gay, Bisexual, Transgender, Queer, and Questioning students, students with disabilities as well as those with various spiritual/religious beliefs).

Term of Employment:

Fall 2014 Semester

Hours:

5 hours week maximum

Compensation (one of the following):

Work-study

Application Due:

April 16, 2014

POSITION DESCRIPTIONS:

Office of LGBTQ Services

Faculty and Departmental Outreach Pride Coordinator

POSITION ANNOUNCEMENT

The Faculty and Departmental Outreach Pride Coordinator serves as a liaison to faculty and departments on campus and assists with the events sponsored by the Office. The Pride Coordinator creates materials, organizes programs, informs academic departments of services and events, and organizes strategies to conduct outreach to various communities affiliated with the Dickinson community. The Faculty and Departmental Outreach Pride Coordinator will assist the other Pride Coordinators as needed.

Job Responsibilities:

- Serve as the liaison to faculty and academic departments as well as community groups associated with this work, inclusive of Women's and Gender Studies, American Studies, etc. and various Offices/Center's across the College community.
- If possible, attend meetings of the aforementioned departments and/or subscribe to their listservs;
- Communicate with faculty and departments to provide updates, advertise events, assist in identifying resource needs, etc.;
- Organize strategies for advertising Office resources and services, including development of brochures, posters, flyers, etc.
- Distribute advertising information, inclusive, but not limited to, sending email and listserv notices to advertise programs and events, hanging fliers across campus, and posting events on Facebook;
- Assist Office staff with updates to weekly, monthly, semester and annual calendars of campus and community events, especially related to faculty and academic department sponsored programming/events;
- Research and identify LGBTQ related internships, grants, research opportunities etc. to be shared with the campus community;
- Assist Programming and Events Intern with publicity as needed throughout semesters;
- Assist Office staff in providing outreach to College campuses and LGBTQ groups surrounding Dickinson;
- Attend regularly scheduled meetings, such as one-on-ones with Director, staff meetings, professional development in-services, Office events, etc.;
- Write and/or co-author at least one article for the Office Newsletter, per semester;
- As a member of the staff of the Office of LGBTQ Services, assist with general office support, such as answering phone calls, replying to emails, greeting visitors in a positive and professional manner;
- Other similar duties as assigned.

Qualifications:

- Must have a minimum GPA of **3.0** and be in good social standing with the College.
- Must be in good academic standing for the term prior to selection and during entire period of employment.
- **Must be available to attend bi-weekly staff meetings and bi-weekly individual one-on-ones with Director**
- Must have demonstrated knowledge of and sensitivity to traditionally underrepresented students (including, but not limited to, Asian/Pacific Islander, Asian-American, African, African-American, Chicana/o, Hispanic, Latina/o, Native American, Alaskan Native, Lesbian, Gay, Bisexual, Transgender, Queer, and Questioning students, students with disabilities as well as those with various spiritual/religious beliefs).

Term of Employment:

Fall 2014 Semester

Hours:

5 hours week maximum

Compensation (one of the following):

Work-study

Application Due:

April 16, 2014