

# Office of Community Service and Religious Life

## Division of Student Development

### Student Leaders 2015-2016

The Office of Community Service and Religious Life assists students, community members, faculty and staff to build connections, explore the complexity of identity and values, identify community needs, and work in the local community. Through our programs we aim to foster engaged citizenship, support sustainable community partnerships, increase responsibility and accountability, and/or support religious awareness, spirituality and identity.

### Who are the Student Leaders?

The leadership team consists of student leaders who are committed to deepening their leadership capacity and community engagement. Student Leaders support program needs, facilitate reflection, and inspire peers in service and growth. Using a team approach, responsibilities include regular contact with student groups, participating in bi-weekly leadership meetings, regular evaluation of all student leaders, and visioning and planning. Student Leaders report to a professional staff person and model the highest form of student leadership. A successful leader is a *positive, self-motivated, open-minded, committed, engaged and passionate student concerned about faith and/or community service.*

### What Are the Expectations?

In addition to the qualities listed above, all leaders commit to:

- Work 5-10 hours per week average (varies depending on position)
- Attend bi-weekly leadership meetings (**Tuesday 12-1:15 pm**)
- Support programs sponsored or co-sponsored by the Office of Community Service and Religious Life.
- Be in good standing academically (2.5 min G.P.A) and socially with the college
- *Due to funding, preference will be given to students who are Federal Work Study eligible.* However, limited funding is available for students who are not eligible for Federal Work Study.

### What Is the Process for Applicants?

Please complete and return the application (with your resume) to the Office of Community Service and Religious Life located in Landis House or via email to [cluckc@dickinson.edu](mailto:cluckc@dickinson.edu). **Applications and Resumes are due by Friday, March 6th.** Individual interviews will be scheduled with applicants the week of March 17<sup>th</sup>– 20<sup>th</sup>.

If you have questions about the application or about these positions, contact the director, Donna Hughes at 717-245-1577 or [hughesdo@dickinson.edu](mailto:hughesdo@dickinson.edu).

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## CSRL Student Leaders

Working as a team, the student leaders provide vital leadership to the programs within the Office of Community Service and Religious Life. While the main characteristics of leaders are the same, specific tasks are assigned to each person.

### **Community Service: CommServ Leader**

These leaders work together and with approximately 20 Coordinators to oversee the 10 student groups of CommServ (including leading weekly meetings, managing a large budget, and facilitating volunteer coordination for 150 students a semester). In addition, these leaders creatively work with the coordinators to increase volunteering across campus by targeting first-year students and other diverse groups of students. The successful candidates are interested in developing leadership skills that encourage decision making, empowerment of others, team work, and addressing community needs.

### **Community Service: Special Projects**

These leaders work closely together to develop short-term community service opportunities throughout the semester. In addition to coordinating a few annual projects such as the Giving Tree and Pay it Forward Fair, these leaders have a **great deal of flexibility** with programming based upon the interest of the student leaders and community needs.

### **Community Service: Montgomery Service Leader**

This position works with the Director to organize the application process, facilitate the Leadership Team, lead weekly group meetings, and coordinate progress meetings with each MSL student. The successful candidate must be a current MSL and willing to work with the administrative side of community leadership and not at a specific community partner.

### **Community Service: First Year Experience (FYEX) Leader**

These leaders work closely together and with the office to develop regular programs that engage first year students in service within the local Carlisle community. These leaders will play an integral role in creating opportunities that instill service as part of the culture for first year students through developing both large & small scale programs throughout the semester. There is a great deal of flexibility for the programs based upon the interests of the FYEX Leaders, first year students, and community needs.

### **Community Service: Service Trips**

This position is responsible for assisting in the planning and oversight of details for the all of the CSRL service trips, the pre-service meetings, and the after trips logistics. S/He will coordinate all the necessary paperwork for teams to travel and the training of the team leaders and help with the training of the administrators. Leadership of a trip will be required. An additional pre-requisite is that you have previously been on a service trip.

### **Religious Life: Programs**

These leaders work closely together to plan programs that help students explore spirituality, identify and share their religious and non-religious and beliefs. They help raise campus awareness around religious holidays, bring together the leaders of all the religious life student groups monthly, solidify an interfaith group on campus, coordinates small group experiences for students questioning their faith, looking for those of the same faith, and/or exploring new faith traditions as well as coordinating regular monthly events. There is a lot of latitude with programming depending on the interests of the student leaders and the needs on campus.

### **CSRL: Social Media and Website**

This position is responsible for the maintenance of the CSRL webpage as directed by the Office. This includes updating links, information, pictures, editing content and the overall appearance of the webpage. This student will also use the latest social media to keep the campus and community informed about the happenings of the office.

*A more specific job description is available upon request.*

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**RETURNING: CSRL Student Leaders  
2015-2016**

**Section A – Basic Information**

Name \_\_\_\_\_

Do you have plans to study abroad during the upcoming academic year?  Yes  No

*If so, which semester?*  Fall  Spring

Current G.P.A: \_\_\_\_\_ Are you eligible for federal work study?  Yes  No

How many credits do you plan on taking during the upcoming academic year? \_\_\_Fall \_\_\_Spring

Are you currently on academic probation?  Yes  No

Have you ever received College or Campus Life disciplinary sanctions?  Yes  No

If yes to either, please explain:

*The office will conduct academic and conduct checks prior to extending a job offer.*

Please indicate your interest in the following leadership positions:

- CommServ
- Religious Life
- Community Service Programs
- Montgomery Service
- First Year Experience (FYEX)
- Social media/webpage/desk
- Service Trips

**Section B – Resume**

*Please attach a current resume that includes previous job experience and volunteer/service. It is **strongly** recommended that you consult with the Career Center Career Coaches and the Guidebook for Resumes for guidelines.*

**Section C – Short Answer**

*Please answer each of the following questions in a few sentences. Answers should be typed and attached on a separate sheet.*

C1: Why are you interested in working with the CSRL Office? What do you hope to gain from working in this office?

C2: Working for CSRL can be very demanding. What other extracurricular activities, organizations, and outside work do you plan to participate in the upcoming year? Indicate any office(s) or positions that you will hold during the upcoming academic year.

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**Section D – Brief Essays**

*Please answer each of the following questions in 1-2 short paragraphs. Answers should be typed and attached on a separate sheet.*

D1: Describe a project or idea that was implemented primarily because of your efforts. What was your role? What was the outcome?

D2: In your opinion, what are the characteristics of a leader? How have you demonstrated these qualities in your own leadership experience?

D3: You are asked to plan a program or project for the office, from idea to implementation. Share how you would develop the idea, who you would work with for support, and how you would implement the program.

**Section E - References**

**References**

Please provide **two** references that have direct knowledge of your competence and abilities. Do not list relatives. One must be from the Dickinson community and can be faculty, staff, or a student leader.

1. Name: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Relationship: \_\_\_\_\_
  
2. Name: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Relationship: \_\_\_\_\_

**Section F – Interviews**

*Please mark **ALL** interview times when you are available. Based on your availability, an interview time will be assigned.*

Tues, March 17 <sup>th</sup>	<input type="checkbox"/> 1:30-2:00 pm	<input type="checkbox"/> 2:00-2:30 pm	<input type="checkbox"/> 2:30-3:00 pm	<input type="checkbox"/> 3:00-3:30 pm
Wed, March 18 <sup>th</sup>	<input type="checkbox"/> 11:00-11:30 am	<input type="checkbox"/> 2:00-2:30 pm	<input type="checkbox"/> 2:30-3:00 pm	<input type="checkbox"/> 3:00-3:30 pm
Thurs, March 19 <sup>th</sup>	<input type="checkbox"/> 10:30-11:00 am	<input type="checkbox"/> 11:00-11:30 am	<input type="checkbox"/> 11:30-12:00 pm	<input type="checkbox"/> 3:30-4:00 pm
Fri, March 20 <sup>th</sup>	<input type="checkbox"/> 11:00-11:30 am	<input type="checkbox"/> 11:30 -12:00 pm	<input type="checkbox"/> 12:00-12:30pm	<input type="checkbox"/> 12:30-1:00pm
	<input type="checkbox"/> 2:00-2:30 pm	<input type="checkbox"/> 2:30-3:00 pm	<input type="checkbox"/> 3:00-3:30 pm	

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