



**LGBTQ SERVICES**

## **PRIDE COORDINATOR POSITIONS FALL 2016 - APPLICATION PACKET**

Attached is an application packet for Pride Coordinator positions within the Office of LGBTQ Services for the Fall 2016 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.

**ADDRESS**

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

**WEB**

*[www.dickinson.edu/LGBTQ](http://www.dickinson.edu/LGBTQ)*

**E-MAIL**

*[LGBTQ@dickinson.edu](mailto: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 job of performing the specific duties and tasks of each Pride Coordinator, these positions 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 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 **Friday, April 15<sup>th</sup> 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.**

You may also email your application to **[LGBTQ@dickinson.edu](mailto:LGBTQ@dickinson.edu)**.

**Interviews will take place April 20<sup>th</sup>-27<sup>th</sup> and decisions will be made by May 1<sup>st</sup>.**

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**

*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 being run by the PC***)
- \_\_\_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 individuals to serve as references for you in the selection process.
- \_\_\_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 **Friday, April 15<sup>th</sup> by 4:30PM**. Interviews will take place **April 20th-27th** and decisions will be made by **May 1st**.

## GENERAL INFORMATION:

Name \_\_\_\_\_ Email address \_\_\_\_\_

Name You Would Like Me To Call You: \_\_\_\_\_

HUB Box # \_\_\_\_\_ Local Phone # \_\_\_\_\_

Major/s \_\_\_\_\_ Year of Graduation \_\_\_\_\_

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

Gender Pronouns: \_\_\_\_\_

**ACADEMIC\* & LEADERSHIP INVOLVEMENT:**

*\*Attach Fall 2016 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.

<b>Position Held</b>	<b>Supervisor</b>	<b>Description of Duties</b>
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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) \_\_\_\_\_

**REFERENCES:**

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 \_\_\_\_\_  
Address \_\_\_\_\_  
Phone Number \_\_\_\_\_ Occupation/Title \_\_\_\_\_

**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 inclusion 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 inclusion and social justice? Why?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What do you think you could bring or contribute to the Office of LGBTQ Services as a Pride Coordinator?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SIGNATURES:**

Please **read carefully**, and **sign/initial** where indicated.

\_\_\_\_\_

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**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** \_\_\_\_\_

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**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

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**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

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<b>STAFF USE ONLY -- APPLICATION CHECKLIST</b>	
1. _____ APPLICATION	2. _____ FALL 2016 CLASS SCHEDULE
3. _____ ESSAY RESPONSES	
4. INTERVIEW DATE & TIME: _____	

**OFFICE OF LGBTQ SERVICES**