ELON UNIVERSITY
The Center for Race, Ethnicity, & Diversity Education

Student Coordinator Application Packet
2015-2016

The Center for Race, Ethnicity, & Diversity Education
Moseley Center, 221
(336) 278-7243

Application DUE: Friday, February 13, 2015 by Noon
Interviews: February 16th-18th, 2015
Dear Student:

Thank you for your interest in becoming a Student Coordinator in The Center for Race, Ethnicity, & Diversity Education (The CREDE) for the 2015-2016 academic year!

Student Coordinators (SC) are an integral part of The CREDE. They work closely with The Center’s professional staff to promote diversity education, inclusion, and awareness. Student Coordinators represent the epitome of leadership within SMART, DEEP, ALANAM Student Initiatives, Hispanic/Latino Student Success, Black Student Success, and the Intersect Conference.

Applicants must be in good academic standing and currently enrolled in order to apply, and must maintain good standing throughout employment with The CREDE. **Given the significant composition of the position, students will need to make this position their primary leadership role on campus.**

Student Coordinators receive a starting pay of $9 an hour.

In this packet you will find job descriptions for all available positions, application, cover sheet, and checklist. **ALL** application materials should be submitted to The Center for Race, Ethnicity, & Diversity Education, Moseley Center 221 by or before **Noon on February 13, 2015.** Applicants will be contacted for an interview when all materials are received. Interviews will take place Monday, February 16 - Wednesday, February 18.

If you have any questions concerning the Student Coordinator role and application, please call 336-278-7243 or email Marilyn Slade at mslade3@elon.edu.

Thank you for considering the SC position!
Student Coordinator
Primary Position Description & Qualifications

The Center for Race, Ethnicity, & Diversity Education Staffing
- Share staffing responsibilities for The Center throughout the day and some evenings per week (Monday through Thursday), occasional weekends, and special events. SCs work at least 10 total office hours a week.
- Attend and serve as support staff for the planning and implementation of signature CREDE events
- Assist with the daily operation of The Center.
- Attend monthly staff meeting (specific dates TBA)
- Attend all events in respective area
- Support events of fellow SCs and professional staff
- Complete projects as assigned and all other duties as assigned

Training and Supervision
- Attend mandatory Spring Orientation for all newly hired Student Coordinators on Saturday May 2nd from 9am – 4pm
- Attend mandatory Fall Training for all new and returning Student Coordinators on Monday, August 24th 2015 from 9am – 4pm
- Additional training as needed
- Meet with supervisor weekly or as needed

Minimum Qualifications
- Maintain good academic standing (2.5 GPA each semester, cumulative GPA of 2.5 or better) and have no active pending disciplinary sanctions
- Must be a full time student at Elon University
- Demonstrate excellent time management skills
- Possess excellent oral and written communication skills
- Demonstrate good rapport with faculty, staff, students, and visitors
- Uphold Elon University honor standards
- Complete university van certification if in possession of a valid driver’s license

Evaluations
All Student Coordinators will receive a performance evaluation at the end of each semester. The purpose of the evaluation is to provide, as objectively as possible, feedback on how the Student Coordinators are performing in their respective positions.

Helpful Tips!
Competitive applicants are proficient in computer software, enthusiastic about promoting diversity education, and able to fulfill stated time requirements. Excellent oral and written communication skills are essential due to the level of interaction SCs have with students, visiting families, guests of The CREDE, and university faculty and staff.
**ALANAM Students Initiative Coordinator**

Mission: To foster an inclusive environment that promote identity development, intellectual achievement, personal success, and social belonging of students who identify as Asian, Latino, African/African American, Native American, and Multiracial

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**Goals and Objectives:**
- To establish intercultural exchange between members of the ALANAM community
- Create programs aimed to unite, strengthen, celebrate Elon’s ALANAM community

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**ALANAM Students Initiative Coordinator Duties:**
- Work closely with Assistant Director to strengthen, improve, and expand Sisterhood Circle
- Develop and implement a Sisterhood Circle programming and curriculum
- Maintain and strengthen the Sisterhood Circle initiative through programming, workshops, meetings, etc.
- Attend and facilitate Sisterhood Circle meetings
- Update The CREDE’s master calendar with ALANAM events, workshops, and trainings
- Plan and implement the Annual ALANAM women’s conference
- Update and maintain ALANAM women listserv
- Help plan and implement ALANAM Town Hall Meetings

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**Desired Qualities and Skills:**
- Excellent time management is a must
- Excellent organization and programming skills
- Excellent written and verbal skills
- High energy and enthusiasm
- Ability to motivate and lead others
- Ability to develop relationships with student, faculty, staff, and community partners
- Interest in identity development and student success
Black Student Success Coordinator
Mission: Assist the Assistant Director in program planning opportunities that ensure that black faculty, students, and staff obtain the maximum benefit of an Elon experience

Goals and Objectives:

- Build community amongst the black student population at Elon University
- Assist in establishing and maintain a Black Cultural Society
- Plan and implement the annual Black Student Leadership Conference
- Increase awareness and understanding of black culture and identity
- Offer black students a variety of support mechanisms for multiple facets of student life including academic responsibilities, extracurricular opportunities, leadership development, and social networks

Black Student Success Coordinator Duties:

- Plan the annual Black Student Leadership Conference: marketing, logistics, collaborate with campus and community partners, training, facilitation, fund raising, etc.
- Assist with planning and implementation of Black Student Forums
- Assist with aggregating survey and focus groups information
- Assist with MLK and Black History Month programming initiatives
- Assist with the annual Black Excellence Awards Banquet and African American Commencement Reception
- Assist in planning the welcome event at the start of Fall Semester
- Maintain databases, listserv, and social media networks as it relates to black students
- Assist Assistant Director in other programs and initiatives as needed

Desired Qualities and Skills:

- Excellent time management is a must
- Excellent organization and programming skills
- Excellent written and verbal skills
- High energy and enthusiasm
- Ability to motivate and lead others
- Ability to develop relationships with student, faculty, staff, and community partners
- Interest in identity development and student success
DEEP Events Coordinator

Mission: To promote an understanding and appreciation of diversity and social justice through a variety of thought provoking and engaging programs for the Elon community.

Goals and Objectives:

- Expand, develop and strengthen the overall program of DEEP within the overarching context of diversity education.
- Develop educational and social diversity programming that fosters a deep understanding and appreciation for diversity, and the promotion of social justice to support DEEP’s Mission.
- Create programming opportunities to strengthen relationships among diverse groups within the Elon community

DEEP Events Coordinator Duties:

- Assist in planning, implementing, and evaluating engaging events that promote awareness and appreciation of various social identities and their intersections (e.g. race, ethnicity, nationality, ability, religion/spirituality, gender, sexuality, class, etc.)
- Coordinate program evaluations, best practices assessment, researching diversity contacts and programming at other institutions
- Participate in the Organization Fair to recruit enthusiastic peers interested in assisting with diversity programming. Motivate and meet consistently with recruited students
- Actively outreach and collaborate in programming initiatives with fellow CREDE Student Coordinators, student organizations, and student special events coordinators in various student life areas
- Assist with promoting and coordinating the Diversity Grant Application process
- Submit an article for diversity and social justice awareness for the monthly newsletter
- Update The CREDE’s master calendar with DEEP events
- Develop and/or coordinate innovative publicity and correspondence regarding events, programs, and initiatives from DEEP
- Maintain social media outlets to keep students informed about DEEP events
- Additional duties as assigned by Associate Director and/or professional staff in the CREDE

Desired Qualities and Skills:

- Strong skills in event/program planning and organization. Experience with diversity program development will be highly considered
- Passion for diversity awareness and education
- Ability to collaborate effectively in a team; ability to lead/motivate others
- Excellent time management skills
- Excellent verbal and written communication skills, and organizational skills
- Experience with and/or strong working knowledge of popular social media outlets
- High energy and enthusiasm
- Ability to take initiative and work independently on projects or assignments
- Ability to be creative, innovative, and resourceful
- Able to develop strong relationships with students, faculty, and staff
- Must complete SPACES training after hire date
DEEP Peer Education Coordinator

Mission: To promote an understanding and appreciation of diversity and social justice through workshops and simulation exercises on issues relating to identity, privilege, & oppression for Elon students.

Goals and Objectives:

- Expand, develop and strengthen the overall program of DEEP within the overarching context of diversity education.
- Assist with organizing logistics with DEEP Peer Education implementation
- Develop educational workshops that foster a deep understanding and appreciation for diversity, and the promotion of social justice to support DEEP’s Mission.

DEEP Peer Education Coordinator Duties:

- Assist with recruitment and selection of DEEP Peer Educator Team: mature students interested in facilitating diversity workshops
- Assist with the development of selected peer educators team to effectively facilitate workshops that bring issues of diversity education to the classroom and campus
- Coordinate the facilitation of one campus-wide diversity education workshops per semester
- Monitor Diversity Education request system for Elon community members seeking diversity education workshops (i.e. Elon 101, student organizations, etc.)
- Coordinate workshop evaluations, best practices assessment, researching diversity education initiatives at other institutions
- Actively outreach and collaborate in education initiatives with fellow CREDE Student Coordinators, student organizations, and student peer educators in various student life areas
- Expand the resources in The CREDE with materials relating to diversity education.
- Update The CREDE’s master calendar with DEEP workshops
- Develop and/or coordinate innovative publicity and correspondence regarding workshops
- Additional duties as assigned by Associate Director and/or professional staff in the CREDE

 Desired Qualities and Skills:

- Strong skills in leading and facilitating activities and discussions
- Passion for diversity awareness and education
- Ability to collaborate effectively in a team; ability to lead/motivate others
- Excellent time management skills
- Excellent verbal and written communication skills, and organizational skills
- High energy and enthusiasm
- Ability to take initiative and work independently on projects or assignments
- Ability to be creative, innovative, and resourceful
- Able to develop strong relationships with students, faculty, and staff
- Must complete SPACES training after hire date
Intersect Coordinator (Starts Feb. 2015)
Mission: Provide leadership in planning and coordination of the Annual 2-day Intersect: Diversity and Leadership Conference.

Goals and Objectives:

- Work in equal partnership with Center for Leadership Intersect Student Director to plan conference
- Recruit, select a committed and motivated planning committee
- Delegate and assign responsibilities appropriately throughout the committee

Intersect Coordinator Duties:

- Provide direction and oversight of various aspects of conference planning, including but not limited to: marketing, registrations, logistics, volunteers and presenter recruitment, fund raising, etc.
- Attend weekly planning meetings with senior directors to coordinate conference planning, goals, objectives, logistics, etc.
- Recruit, review committee applications, and assemble the Intersect Conference Planning committee
- Schedule and co-lead planning committee meetings and retreats
- Establish positive rapport and build committee unity through team building exercises
- Establish strong relationships with campus departments to assist with the conference planning (i.e. ARAMARK, campus technology, campus center operations, physical plant, etc.)
- Actively outreach and collaborate with student organizations, campus departments, and external community partners to promote and execute conference
- Review past conference evaluations and implement future evaluation strategies to ensure success and improvement for future conferences
- Establish strong relationships with other campus groups and organizations
- Update and maintain conference and public relations and social networking for the organization
- Retain and organize notes and conference archives to share with future Intersect student coordinator
- Additional duties as assigned by Associate Director and/or professional staff in the CREDE

Desired Qualities and Skills:

- Attendance at a past Intersect Conference required
- Strong skills in event planning and organization
- High Energy and Enthusiasm
- Ability to collaborate effectively in a team; ability to lead/motivate others
- Excellent Time Management Skills
- Excellent Verbal and Written Communication.
- Passion for diversity awareness and education
- Interest in facilitation and Diversity program development
- Ability to develop strong relationships with student, faculty, staff and community members
Office Coordinator
Mission: Assist the Program Assistant with Center and Resource Room management and administrative operations

Office Student Coordinator Duties:

- Greet and welcome visitors to The Center
- Assist professional staff with administrative duties such as typing, editing, filing, copying, ordering office supplies, and accounting transactions;
- Answer/transfer phone calls as needed, field general questions, and direct specific requests to the appropriate office and/or staff
- Assist with usage assessment and maintenance of all resource rooms
- Assist professional staff in all signature programs and special events
- Compose memos to faculty and staff as needed
- Research and retrieve relevant information that lead to program formation
- Assist in managing The Center’s website and social media accounts
- Manage The Center’s library book collection on the software Innovative Millennium

Desired Qualities and Skills:

- Strong computer skills including Microsoft Word, Outlook, Excel, and Publisher
- Excellent time management is a must
- Excellent organization and programming skills
- Excellent written and verbal skills
- High energy and enthusiasm
- Strong customer service and basic accounting skills
SMART Coordinator

Mission: To ease the transition to Elon, and enhance the social engagement and academic success of first-year students from diverse communities

Goals and Objectives:

- Support SMART Mentors as they provide first-year multicultural students with a continuing orientation to the university and community life
- Offer students a variety of support mechanisms for multiple facets of student life including academic responsibilities, extracurricular opportunities, leadership development and social networks
- Demonstrate an appreciation for and knowledge of multiculturalism, diversity, and inclusion
- Evaluate all programs sponsored by the SMART Program to ensure success and matriculation of program participants
- Assist in the implementation of Student Development theory in SMART
- Expand the role of SMART Orientation to first-year students
- To continue to research and assess retention at Elon University

SMART Coordinator Duties:

- Work closely with the program Advisor to strengthen, improve, and expand SMART
- Develop and implement SMART Mentor ongoing training
- Attend and facilitate weekly SMART meetings
- Manage the relationship with Mentors and Co-Curricular Advisors
- Maintain SMART publication materials in multiple formats and mediums including but not limited to Moodle, Facebook, and the Multicultural Center website
- Maintain and update Mentor contact and member information
- Assist in the planning SMART events including orientation, mentor retreats, trainings and special events
- Create and maintain a master calendar for monthly character development sessions and other social events
- Compile and review monthly progress reports
- Assist in the development of an assessment tool to be used to evaluate SMART for improvement
- Assist in the recruitment of Mentor for the following academic school year
- Develop surveys and assessment tools

Desired Qualities and Skills:

- High Energy and Enthusiasm
- Strong skills in event planning and organization
- Ability to lead and motivate others
- Excellent Time Management Skills
- Excellent Verbal and Written Communication.
- Passion for mentoring and developing others
- Strong Understanding of the SMART program
- Ability to develop strong relationships with faculty
The Center for Race, Ethnicity, & Diversity Education (The CREDE)
2015-2016 Student Coordinator Application

Please rank up to three positions in which you are interested, with 1 being the highest and 3 the lowest level of interest

_____ ALANAM Initiative Coordinator
_____ Black Student Success Coordinator
n/a DEEP Events Coordinator
_____ DEEP Peer Education Coordinator
n/a Hispanic/Latino Student Success Coordinator
_____ Intersect Coordinator (starts February 2015)
n/a Office Coordinator
_____ SMART Coordinator

* n/a – Positions noted are currently not open for 2015-2016

Please attach to this application your responses to the questions below, a résumé that highlights your employment history, leadership roles and/or membership in college activities, student groups, and community organizations, etc. If you are applying for the 1st time with The CREDE, please answer question #1. If you are a current student employee re-applying for a same or new position, please answer question #2. Please attach one page essay response (12 point, Time New Roman font, double-spaced, 1 inch margin) to the application packet.

1. Why are you applying to be a Student Coordinator in the CREDE, and what are you hoping to gain from this experience?
   *In addition to this question please speak to your desired interest in any of the focus areas for the Student Coordinator position.

2. What have been your major contributions to the success of the CREDE and how will you further develop as a Student Coordinator?

Please include names and contact information of two references (employment supervisor or an advisor for activities, involvement, or academics; at least one reference should be a current Elon staff or faculty person)

Reference 1
_____
_____ Phone
_____ Email

Reference 2
_____
_____ Phone
_____ Email

Which, if any, of the following computer programs/social media platforms are you skilled in using? 

Note: Not all programs are used by all positions.

_____ Microsoft Word
_____ Microsoft Excel
_____ Microsoft PowerPoint
_____ Adobe InDesign
_____ Adobe Illustrator
_____ Adobe Photoshop
_____ Facebook
_____ Twitter
_____ Instagram

Which, if any, of the following computer programs/social media platforms are you skilled in using? 

Note: Not all programs are used by all positions.

Are you able to commit to a full year in this position?
(Entire Fall 2015 & Spring 2016 semesters)
_____
_____ Yes
_____ No
_____ Uncertain at this time

Are you able to commit to the required Spring training (Saturday, April 2, 2015)?
_____
_____ Yes
_____ No
_____ Uncertain at this time

Are you able to commit to the required Fall training (Monday, August 24, 2015)?
_____
_____ Yes
_____ No
_____ Uncertain at this time

Have you been awarded Federal Work Study (FWS)?
_____
_____ Yes
_____ No
_____ Uncertain at this time

The following interview dates have been scheduled, and candidates will be asked to attend interviews during one or more of the slots listed below. Individual interviews will be scheduled for one or more of the positions in which you are interested. Please indicate which of the following times you would be available to interview on all days. (You will be notified in advance of your interview schedule.)

Monday, February 16 (check all available times)
_____ 1:00-1:45
_____ 1:45-2:30
_____ 2:30-3:15
_____ 3:15-4:00
_____ 4:00-4:45
Tuesday, February 17 (check all available times)
_____ 1:00-1:45
_____ 1:45-2:30
_____ 2:30-3:15
_____ 3:15-4:00
_____ 4:00-4:45
Wednesday, February 18 (check all available times)
_____ 1:00-1:45
_____ 1:45-2:30
_____ 2:30-3:15
_____ 3:15-4:00
_____ 4:00-4:45

Please submit your application and supporting materials by Friday, February 13, 2015 for best consideration. Return completed applications to The Center for Race, Ethnicity, & Diversity Education, Moseley 221. If you have any questions regarding Student Coordinator positions, please call 336-278-7243 or email mslade3@elon.edu. Position descriptions and additional information are available on the web at http://www.elon.edu/multicultural

I understand that I cannot be employed with The Center for Race, Ethnicity, & Diversity Education if I am on academic or disciplinary probation, and I authorize the review of my academic and disciplinary records for the purpose of verification.

Signature __________________________________________ Date ____________________

Elon Email

Preferred First Name
Student Coordinator Application Cover Sheet

CHECKLIST FOR SC APPLICATION:

➢ Application Packet assembled in the following order:

  ___ Cover Sheet (Student Program Coordinator Application Packet)
  ___ Student Coordinator Application sheet
  ___ Resume
  ___ Essay Question

➢ ALL application materials should be received in The Center for Race, Ethnicity, and Diversity Education, Moseley Center 221 by or before Noon on February 13, 2015

➢ You do not need to include descriptions within your completed packet. These are for your information when applying.

Applicant Name: ________________________________