Dear Applicant:

Thank you for your interest in being a part of the Center for Leadership. The Center for Leadership Team plays an integral role in defining and shaping the future of leadership at Elon University.

In this packet you will find a job description for each available position, an application coversheet, and application questions. A complete application, professional resume with cover letter, and personal interview are required to apply.

There will be an optional Interest Meeting for interested students on Wednesday, October 14 at 6:00 p.m. in Ward Octagon (Moseley 105). This meeting is an excellent opportunity for you to learn about each position first-hand from current team members.

If you are applying for the Senior Director position, you must submit your written application by Friday, October 9 at 5:00 p.m. in the Center for Leadership and sign up for an interview. Interviews for senior directors will be conducted on Wednesday, October 14 and Thursday, October 15.

If you are applying for a Director position, you must submit your written application by Friday, October 16 by 5:00 p.m. in the Center for Leadership and sign up for an interview. Interviews will be conducted from October 22 – October 28. Interview slots are limited so please sign up as soon as your turn your application in to guarantee your interview time. Sign-up sheets are located in the Center for Leadership.

All positions on the team are interrelated and equally important. For this reason, we ask that you commit to making the Center for Leadership Team a priority as you apply for selection. Please reserve the dates listed on the following page. Please also note that listed responsibilities are subject to change.

Yours in Leadership,

Steve Mencarini
Director, Center for Leadership

Dana Carnes
Associate Director, Center for Leadership

Stacey Rusterholz
Assistant to the Director of the Center for Leadership

Elizabeth Beavers
Graduate Assistant, Center for Leadership
Center for Leadership Team Overview

The Center for Leadership Team is responsible for coordinating all programs and services offered in the Center for Leadership. These programs and services are divided into distinct areas: CFL Senior Directors, the LEAD Program, Isabella Cannon Leadership Fellows Program, Organization Development, Marketing, Intersect Conference, and AYLA. Although individuals have unique responsibilities, the common goal of all areas is the guiding principle of the team. The available positions are listed below and described in detail on the following pages. All leadership positions listed are paid.

As a part of the Center for Leadership Team, we expect students to grow personally and professionally. We look for students to further develop their individualized leadership style by overseeing other students and working with the CFL professional staff. Listed below are key learning objectives for all team members:

- Articulate personalized leadership definition
- Model ethical behavior and integrity
- Demonstrate flexibility
- Communicate effectively
- Apply personal values, passions, and interests
- Seek out and leverage feedback
- Value others’ perspectives
- Respond to group dynamics

Leadership Positions Available in the Center for Leadership

**CFL Senior Directors**
2 Senior Directors

**LEAD Program**
4 LEAD Program Directors

**Leadership Fellows**
1 Leadership Fellows Community Director

**Organization Development**
2 Organization Development Directors

**Marketing**
2 Marketing Directors

**Intersect Conference**
1 Conference Director

**AYLA**
1 AYLA Director
### Application Timeline and Dedication to the Team

#### Application Timeline

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Time and Location</th>
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<tbody>
<tr>
<td>Applications Available</td>
<td>Sunday, October 4, 2015</td>
</tr>
<tr>
<td>Interest Meeting</td>
<td>Wednesday, October 14, 2015 at 6:00 p.m. in Ward Octagon, Moseley 105</td>
</tr>
<tr>
<td>Senior Director Apps Due</td>
<td>Friday, October 9, 2015, delivered to the CFL by 5:00 p.m.</td>
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<tr>
<td>Senior Director Interviews</td>
<td>October 14-15, 2015</td>
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<td>Senior Director Decision</td>
<td>Friday, October 16, 2015</td>
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<tr>
<td>Senior Director Acceptance</td>
<td>Monday, October 19, 2015</td>
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<tr>
<td>Director Applications Due</td>
<td>Friday, October 16, 2015, delivered to the CFL by 5:00 p.m.</td>
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<tr>
<td><em>This includes: LEAD, Fellows, Org. Development, Marketing, Intersect &amp; AYLA</em></td>
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<tr>
<td>Director Interviews</td>
<td>October 22-28, 2015</td>
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<tr>
<td>Director Decisions</td>
<td>October 28, 2015</td>
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<td>Director Acceptance</td>
<td>October 30, 2015</td>
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<tr>
<td>Joint Transition Meetings</td>
<td>November 4, 2015 and November 18, 2015</td>
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#### Transition

- **November 4, 2015**: Transition Meeting (5:30 – 6:45 p.m.), Location TBD
- **November 18, 2015**: Transition Meeting (5:30 – 6:45 p.m.), Location TBD
- **January 2016**: Students who are on campus will begin their roles.

#### Dedication to the Team:

**General Team Hours:** Team members will have commitments outside of positional office hours, including, but not limited to: attending CFL events, assisting with workshops, and participating in community bonding.

- **Tuesdays, 4:15 – 5:30 p.m.**: Weekly Team Meeting, *Day/Time subject to change*
- **January 12 and 19, 2016**: Winter Term Team Meetings, *Time TBD*
- **February 5-7, 2016**: Team Retreat
- **Tuesday, May 10, 2016**: End of Semester Mini-Retreat, *Time TBD*
- **August 19-25, 2016**: Work Week (before classes begin), *Dates subject to change*  
  *Please note that Work Week conflicts with New Student Orientation and being an Orientation Leader*
Senior Directors – Leadership Position Descriptions

Senior Director (2 positions available)
* Prior Center for Leadership Team experience required
*Please rank reference of position in application

Senior Director Position 1

**Leadership Position Responsibilities:**
- Responsible for the administrative oversight and functioning of the Center for Leadership Team
- Meet weekly with the CFL professional staff members and fellow Senior Director
- Meet weekly with Fellows Director, Organization Development Directors, Marketing Directors, and AYLA Director
- Plan and execute Homecoming activities
- Organize and facilitate weekly team meetings
- Record and maintain accurate minutes for all weekly meetings and events
- Organize community events for CFL Team
- Plan and facilitate CFL Team retreats and Work Week
- Serve as a mentor and resource for all members of the CFL Team
- Act as the face of the Center for promotional activities
- Strategically recruit and select the 2017 CFL Team
- Additional duties as assigned

Senior Director Position 2

**Leadership Position Responsibilities:**
- Responsible for the administrative oversight and functioning of the Center for Leadership Team
- Meet weekly with the CFL professional staff members and fellow Senior Director
- Meet weekly with LEAD Directors and Intersect Director
- Attend Intersect Committee Meetings and LEAD Program Events
- Organize and facilitate weekly team meetings
- Record and maintain accurate minutes for all weekly meetings and events
- Organize community events for CFL Team
- Plan and facilitate CFL Team retreats and Work Week
- Serve as a mentor and resource for all members of the CFL Team
- Act as the face of the CFL for promotional activities
- Strategically recruit and select the 2017 CFL Team
- Draft, prepare and send the CFL Weekly E-mail to all LEAD Participants and Leadership Mentors
- Collaborate with Logistics and Data Management Director to create and manage LEAD Program workshop registration
- Additional duties as assigned

These leadership positions will average about 12-14 hours per week to accomplish.

**Key Learning Outcomes:**
- Set meaningful goals
- Develop others’ leadership capabilities
- Inspire and empower others
- Promote collaboration and consensus
LEAD Program Directors – Leadership Position Descriptions

LEAD Directors (4 positions available)
*Enrollment in the LEAD Program required
*Please rank preference of position in application

Tier I Director

Leadership Position Responsibilities:
- Collaborate with Community Director to plan LEAD recruitment
- Communicate with Tier I members via the general LEAD account to answer any questions or concerns
- Meet individually with Tier I members to address any questions or concerns
- Send monthly progress reports to Tier I members
- Facilitate Tier I Information sessions and welcome new members
- Collaborate with the Senior Director and LEAD Directors to review Tier I reflections
- Collaborate with the Community Director to plan Opening & Closing Ceremonies and Tier Teams Reveal
- Organize and prepare for Org Fair in Fall and Spring
- Meet with LEAD Directors, Senior Director, and CFL Team weekly
- Guide students through the process of identifying a leadership mentor and facilitate the optional leadership mentor workshop
- Additional duties as assigned

This leadership position will average about 8 hours per week to accomplish.

Key Learning Outcomes:
- Establish a common purpose
- Articulate a vision and mission
- Monitor progress
- Set meaningful goals
- Promote collaboration and consensus

LEAD Tier II & III Director

Leadership Position Responsibilities:
- Communicate with Tier II & III members via the general LEAD account to answer any questions or concerns
- Meet individually with Tier II & III members to address any questions or concerns
- Send monthly progress reports to Tier II & III members
- Prepare Tier II & III Information packet
- Review Cultural Events and Diversity Calendars for Social Perspective Taking Event Opportunities each semester
- Plan and coordinate the day-long Tier II Retreat, Spring and Fall semester
- Attend and help facilitate each retreat
- Collaborate with the Senior Director and student workers to review Tier II Blogs and provide feedback
LEAD Community Director

Leadership Position Responsibilities:

- Collaborate with the Tier I Director to plan LEAD recruitment
- Collaborate with the Tier I Director to plan Opening & Closing Ceremonies and Tier Teams Reveal
- Work with Marketing Team to plan LEAD-sponsored tailgates and other community events
- Supervise the Tier Teams program and Tier Team captains
- Communicate with Tier Team Captains and Tier I students in Tier Teams
- Update Tier Teams as new first-year students join LEAD
- Manage points for Tier Teams competition
- Collaborate with Marketing Team to alert Tier Team participants of upcoming CFL-sponsored events using points as an incentive to attend
- Monitor LEAD community through data collection (surveys, focus groups, etc.)
- Implement icebreakers for Tier I workshops
- Organize service and social events for LEAD participants
- Meet with LEAD Directors, Senior Director, and CFL Team weekly
- Additional duties as assigned

This leadership position will average about 8 hours per week to accomplish.

Learning Outcomes:

- Develop mentor/mentee relationships
- Develop others’ leadership capabilities
- Establish a common purpose
- Plan and organize
- Inspire and empower others
Logistics and Data Management Director (LEAD Workshop Coordinator)

**Leadership Position Responsibilities:**
- Develop LEAD Program workshop calendar
- Collaborate with Senior Director to create and manage workshop registration
- Provide room reservations, room setup, and technology requests to Program Assistant
- Contact workshop presenter and room monitor within week of workshop
- Serve as the contact person for workshop presenters
- Schedule and run workshop presenter meetings
- Work with PACE Students to prepare weekly workshop materials
- Coordinate and train room monitors
- Meet with LEAD Directors, Senior Director, and CFL Team weekly
- Additional duties as assigned

This leadership position will average about 8 hours per week to accomplish.

**Key Learning Outcomes:**
- Make sound decisions
- Manage processes and execution
- Understand and react to contextual influences
- Synthesize information
- Plan and organize
Isabella Cannon Leadership Fellows Director – Leadership Position Description

Leadership Fellows Community Director (1 position available)

*Requirement: Must be an Isabella Cannon Leadership Fellow

First Year Fellows Leadership Responsibilities
- Coordinate and plan the Leadership Fellows Competition Weekend (held March 2016)
- Recruit and work with current fellows prior to ensure the success of the competition weekend
- Participate in selection of the prospective fellows with the Director of the Center for Leadership
- Contact the selected Leadership Fellows and update them about early arrival and orientation activities
- Plan early move-in and orientation activities for Fellows
- Serve as an Elon 101 TA for the Leadership Fellows Fall 2016
- Plan and implement the Leadership Fellows Retreat in September 2016
- Work with the TA, Global Professor, Cohort Mentor, and Director of the Center for Leadership to ensure the progression of the program
- Assist First Year Fellows with their first-year project
- Assistant in Lateral Entry Process including selection, immersion process, and Winter Term retreat

Fellows Community Leadership Responsibilities
- Coordinate programs that foster a sense of cohort identity within each class
- Create opportunities for interaction between Fellows classes, including but not limited to Monthly Forums and the Cannon Cup
- Update annual Fellows Review in Spring 2016 in conjunction with the Marketing Director
- Schedule and coordinate biweekly meetings with Cannon Committee
- Plan Senior Monthly Capstone Dinners
- Schedule and coordinate Fellows Advisory Board meetings with Fellows on probation
- End of year review with cohorts

Additional Leadership Responsibilities
- Attend weekly CFL Team meetings
- Meet with Senior Director and Fellows Director weekly
- Develop and maintain close contact with alumni Fellows
- Additional duties as assigned

This leadership position will average about 8 hours per week to accomplish.

Key Learning Outcomes
- Inspire and empower others as a mentor
- Drive and sustain growth of the Leadership Fellows program
- Develop others’ leadership capabilities
- Improve planning and organizational skills
- Develop mentor/mentee relationships
Organization Development Directors – Leadership Position Descriptions

Organization Development Directors (2 positions available)

* It is encouraged, but not required for students to be involved in LEAD Program.
* Student preferred to be at least a sophomore or have leadership experience in an Elon organization.

Leadership Position Responsibilities:

- Plan and execute the President’s Dinner in the Fall and the President’s Meeting in the Spring
- Consult with current student organizations on different areas of improvement such as member retention, team building, etc.
- Manage monthly leadership and organization develop workshops
- Utilize organization goals in developing appropriate programming and information distributed to student leaders
- Oversee the composition of and distribution of the Org President Weekly E-Mail
- Serve as a liaison between the Center for Leadership, Student Government Association, Office of Student Activities and student organization leaders
- Serve in the developmental organizations seat on SGA’s organization council as well as on the Student Life Committee and attend committee meetings.
- Meet with Senior Director and CFL Team weekly
- Additional duties as assigned

This leadership position will average about 6 hours per week to accomplish.

Key Learning Outcomes:

- Plan and organize
- Articulate a vision and mission for the position across campus
- Develop others’ leadership capabilities and group dynamics
- Manage process and execution
- Demonstrate flexibility
Marketing Directors – Leadership Position Descriptions

Marketing Directors (2 positions available)

* It is encouraged, but not required for students to be involved in LEAD Program.

Leadership Position Responsibilities:

- Oversee marketing committee for execution of CFL marketing and special events
- Select committee members, plan meetings with members, and provide feedback for members
- Maintain and update Facebook, Twitter, Website, and Instagram
- Publish Center for Leadership Blog
- Collaborate with CFL Team to create marketing materials and campaigns for events and programming
- Brainstorm and execute marketing strategies for events and programming
- Develop and implement Center for Leadership marketing with Digital Boards, table tents, t-shirt designs, flyers, postcards, etc.
- Ensure brand consistency among phase materials
- Plan and implement Pay It Forward Week, LEADSTRONG Week
- Plan Center for Leadership Tailgates
- Experience with Photoshop Publisher, and InDesign are encouraged
- Meet with Senior Director and CFL Team weekly
- Additional duties as assigned

This leadership position will average about 8 hours per week to accomplish.

Key Learning Outcomes:

- Promote collaboration and consensus among committee members
- Articulate a vision and mission for marketing
- Manage process and execution
- Value others’ perspectives
- Inspire and empower others
Intersect Conference Director – Leadership Position Description

Intersect Conference Director (1 position available)

Leadership Position Responsibilities:

- Work in an equal partnership with the CREDE Intersect Director
- Shadow and attend Fall 2015 (November 13 – 14) Intersect Conference
- Plan and execute 2-day Intersect: Diversity & Leadership Conference (Fall 2016)
- Review committee applications and assemble the Intersect Conference
- Planning committee
- Oversee committee and conference logistics
- Plan weekly meetings with committee
- Create and review Intersect Conference evaluations
- Meet with CFL Team, CREDE Intersect Conference Director, Senior Director and Professional Staff weekly
- Additional duties as assigned

This leadership position should average about 4 hours per week in Spring 2016 and 8 hours per week in Fall 2016 to accomplish.

Key Learning Outcomes:

- Embrace diversity and inclusion
- Understand power, power dynamics and oppression
- Inspire and empower others
- Articulate a vision and mission
- Plan and organize
AYLA Director – Leadership Position Description

AYLA Director (1 position available)

Leadership Position Responsibilities:

- Recruit, interview, hire, and train student facilitators for summer institute
- Perform logistical tasks to prepare for and execute the summer program at Elon including, but not limited to:
  - Contacting presenters
  - Purchasing supplies
  - Editing facilitator manual
  - Event planning (reserving rooms, ordering catering, etc.)
  - Executing logistics of program (time management)
  - Make revisions and update summer institute schedule
  - Serve as a student liaison to AYLA Advisory Board (Chamber of Commerce)

Commitment:
The weekly commitment will vary throughout the spring semester; however, the coordinator will be asked to be engaged with the program from June 1 through June 15 (dates subject to change).

A proposed (but flexible) schedule is outlined below:

February – May: 4-5 office hours/week
June 1 – June 11: 25-30 office hours/week
June 11 – June 15: Training days & Summer Institute
June 15 – June 17: Wrap-up

Key Learning Outcomes:

- Plan and organize
- Model ethical behavior and integrity
- Inspire and empower others
- Manage process and execution
- Demonstrate flexibility
CFL TEAM APPLICATION

Senior Director Applications – due Friday, October 9 by 5:00 p.m.
Director Applications – due Friday, October 16 by 5:00 p.m.

Name: ____________________________ Year at Elon: __________________

Position(s) for which you are applying (in order of preference):
1.
2.
3.

Campus Box: __________ Cell Phone: _____________________ Email: _________________________

Reference:
Please list one on-campus reference who can speak to your ability to be a contributing member of the Center for Leadership Team. This person must work outside the Center for Leadership.

Name: ____________________________ Extension: __________
Email: ____________________________ Campus Box: __________
Relationship: _______________________

Will you be here for Winter Term? Yes | No
Are you in the LEAD Program? If so, which Tier? Yes | No Tier: _________

Directions:
Answer the questions below, paying attention to the specifications indicated for each question. Please review the dedication to the team. When you have completed all the necessary information, submit your typed application and professional resume with cover letter to the Center for Leadership. If you have any questions, please contact Steve Mencarini, Director for the Center for Leadership (smencarini@elon.edu).

* Please keep each answer under a ½ page single space as a guideline. Answer questions 1 and 2 for each position you apply. If you apply for multiple positions for Senior Director or LEAD Program Director, you only have to answer each question once.

1. What strengths and/or skill sets are you bringing to the position(s) for which you are applying?

2. Describe a time you demonstrated leadership and discuss what you learned from the experience. How will you apply this knowledge in your position?

3. **New Applicants:** Why are you applying to be a part of the Center for Leadership Team?
   **Returning Applicants:** Why are you applying to continue as a part of the Center for Leadership Team?

4. What are the other possible commitments you will have next year in addition to serving as part of the Center for Leadership Team?