January 26, 2009

Dear Leadership Education and Development Scholarship Applicant:

Thank you for applying in the Leadership Education and Development (LEAD) scholar program in the Center for Student Leadership and Development (CSLD). Being a LEAD scholar requires a tremendous amount of dedication to providing excellent service and programming to the student population at Concordia University-Irvine.

Included in this packet, you will find a description of the LEAD Scholarship program, LEAD positions and an application. Applications must be completed and returned no later than **4:30 p.m. on Monday, February 15, 2010.** At that point, you will sign up for an interview, which will take place beginning Wednesday, February 17, 2010.

Please note the following in the job description:

◊ LEAD scholars must attend all training sessions in the spring semester, 2008. The dates are Thursday, April 22 and 29, 2010 from 10:30 -11:00 A.M. in the CSLD.
◊ LEAD scholars are required to attend the Christian College Leadership Conference, on Saturday, April 10, 2010 (full day conference).
◊ LEAD scholars must be available to return to campus for student leadership training on Thursday, August 12, 2010 (subject to change).
◊ LEAD scholars are required to enroll in INT 103: Student Leadership Development course that will take place on Mondays from 4:30 p.m.- 5:45 p.m. during the fall and spring semester, 2010.
◊ LEAD scholars will also meet weekly with the Director of Student Leadership and Development.
◊ LEAD scholars are responsible for working 10 hours per week to fulfill their scholarship requirements.

You may choose a preference in the LEAD scholar area that you like to serve, however you will be placed according to the needs of the LEAD scholar program and you may not get your preference. If you have any questions regarding the position, please do not hesitate to contact me at (949) 854-8002, ext. 1377, or via email- gilbert.fugitt@cui.edu.

In Christ,

Gilbert Fugitt
Director of Student Leadership and Development
The Leadership Education and Development (LEAD) Scholarship Program was created to engage the students of Concordia University-Irvine in programs that will enhance the campus, community, and world. During each academic year, we select students through an application process who would like to serve in a specific LEAD area.

There are six different areas to serve as a LEAD scholar. These areas are:

- Student Activities Committee
- Intramurals
- Civic Engagement/Volunteerism
- Screaming Eagles
- Outdoor Recreation
- Clubs and Organizations

LEAD scholars play a vital role in providing Concordia University opportunities to develop students through programs and opportunities on and off-campus. Once selected, LEAD scholars will go through leadership training and participate in student leadership events throughout the year and participate in extensive fall training. In the Fall and Spring semester, LEAD scholars will enroll in INT 103: Leadership Development for 1 unit of elective credit.
TITLE
Leadership Education and Development (LEAD) Scholar

PURPOSE
The primary purpose of the LEAD scholar is to:
- Assist the Director of Student Leadership and Development with the implementation of events and activities at Concordia University.
- Offer new students and current students the best possible programs and services at Concordia University Irvine.
- Maintain a standard of excellence, leadership, academic and spiritual maturity.

SUPERVISOR
Director of Student Leadership and Development

QUALIFICATIONS AND REQUIREMENTS
As a student leader in the Leadership Education and Development program, the LEAD scholar is expected to handle his/her responsibilities maturely and exhibit exemplary conduct while assuming the position.

The LEAD scholar must have excellent communication skills and the ability to relate to a diverse student population. Organizational skills are also essential, as is the ability to learn quickly, multi-task, give clear instructions, and solve problems in a timely and efficient manner. LEAD scholars should be enthusiastic students of the University as well as positive Christian role models. In addition, LEAD scholars must be able to relate well with students and CUI faculty/staff. LEAD scholars should be comfortable working independently and as a part of the LEAD scholar program.

All applicants must meet the following:
- Understand and believe in the objectives of the LEAD scholar program.
- Complete at least 24 credit hours (full-time student status) by the end of the current spring semester at CUI. Members must be full-time students (12 units per semester).
- Be in good standing and maintain at least a 2.5 cumulative GPA at the time of appointment.
- Must maintain a 2.75 GPA while holding position
- Return to CUI for the 2009-2010 academic year.
- Attend the Christian College Leadership Conference (CCLC) on April 10, 2010 (all day event).
- Participate in LEAD training sessions/meetings during the spring semester, 2010. The dates are Thursday, April 22 and 29, 2010 from 10:30 -11:00 A.M. in the CSLD.
- May not hold any other student leadership position at Concordia University Irvine unless otherwise approved by the Director of Student Leadership and Development.
- May not hold an outside job or position that will come into direct conflict with the responsibilities of the LEAD scholar position. (Do NOT make any personal plans during LEAD training and WOW).
- LEAD scholars are required to return to campus for student leadership training on Thursday, August 13, 2010 (subject to change).

DURATION
- LEAD scholars must be available during ALL LEAD meetings/training sessions during the spring semester, 2010.
- LEAD scholars return and remain on campus beginning August 14, 2009 (subject to change).
- Available for various activities and programs during WOW: August 27 – September 2, 2009.
- INT 103: Student Leadership and Development- Mondays from 5:00 P.M.-6:15 P.M. during the Fall and Spring semester, 2010.
- LEAD scholars agree to two academic semesters with performance reviews done at the conclusion of each semester.
RESPONSIBILITIES

The responsibilities of the Civic Engagement/Volunteerism Coordinator are to:
- Participate in the Clubs and Organizational Fairs
- Promote student involvement and coordinate Habitat for Humanity build opportunities
- Collaborate with the Wiffle Ball for the American Diabetes Association event
- Develop and implement the Hoops for Hope event
- Educate the campus on Civic Engagement/Volunteerism opportunities and societal issues through fairs, brochures, speakers, etc.
- Promote and participate in the Union Rescue Mission and Orange County Rescue Mission food drive
- Work with Communications Director to maintain website, Facebook, blog, etc.

The responsibilities of the Commissioner of Clubs and Organizations are to:
- Participate and lead the Clubs and Organizational Fairs
- Promote student involvement within clubs and organizations
- Work with Clubs and Organizations presidents to maintain and work within their budget
- Work with Communications Director to maintain website, Facebook, blog, etc.

The responsibilities of the Intramural Coordinator shall be to:
- Obtain sign-ups for all Intramural activities
- Select and schedule Intramural activities for the year
- Coordinate work study students to work as referees and scorekeepers and make out their work schedules
- Direct a draft with captains to pick teams
- An Intramural Coordinator is to be at all Intramural games or have an appointed a core group member as a representative to be responsible for any conflicts that may arise
- Keep records of teams and post game results weekly
- Work to keep all activities safe and secure for participants
- Responsible for implementing Spring and Fall sports
- Responsible for working with the Communications Director to post regulations, sportsmanship, integrity, rules, schedules, eligibility requirements on the website.

The responsibilities of the Outdoor Recreation Coordinator are to:
- Participate in the Clubs and Organizational Fairs
- Promote student involvement and coordinate, but not limited to, the following programs: 1) Hiking; 2) Rock Climbing; 3) Snowboarding/Skiing, and 4) Surfing.
- Obtain sign-ups for all Outdoor Recreation activities
- Educate the campus on the benefits and safety involved with Hiking, Rock Climbing, Snowboarding/Skiing, and Surfing and maintain all liability waiver forms from all participants
- Work with Communications Director to maintain website, Facebook, blog, etc.
- Have 5 activities per semester, for a total of 10 activities for the academic year.
- Must be registered as a Concordia University certified driver.

The responsibilities of the Screaming Eagles Coordinator are to:
- Promote student involvement through Fill the Bleachers Initiative (On and Off-Campus), Game of the Week
- Participation at the Clubs and Organizational Fairs
- Participate in Midnight Madness event (In collaboration with Athletics, ASCUI, and Student Activities)
- Participate in Homecoming events (In collaboration with Alumni Relations, ASCUI, and Student Activities)
- Design and Distribute Screaming Eagles T-Shirts
- Facilitate giveaways and prizes at Screaming Eagles events
- Work with Communications Director to maintain website, Facebook, blog, etc.

The responsibilities of the Student Activities Coordinator are to:
- Promote student involvement and educate students on the Presidential Election
- Develop and produce Moral Compass Series #1 and #2
- Midnight Madness (collaboration with Athletics, ASCUI, and Screaming Eagles)
- Homecoming (collaboration with Alumni Relations, ASCUI, and Screaming Eagles)
- Develop and manage Spirit Week
- Songfest or Variety Show
- Additional Duties:
  - Support and assist ASCUI with Concordia Christmas Event
  - Support and assist ASCUI with Breakfast @ Midnight Program

**CHARACTERISTICS**
- Positive Christian Role Model
- Responsible
- Integrity
- Comfortable addressing groups
- Ability to relate to a variety of personality types
- Flexible
- Perseverance, dedication and a sense of humor when encountering inevitable challenges
- Ability to work closely with others as a leader and a team member
- Leadership ability
- Initiative and enthusiasm

**COMPENSATION**
- $1500 per semester

**APPLICATION PROCESS**

**Step One:** Application
Interested candidates should submit a completed application to the Center for Student Leadership and Development front desk no later than 4:30 p.m., Friday, February 15, 2010.

**Step Two:** Personal Interview
Interviews will take place February 17-26, 2010. Students selected as LEAD scholars will be notified via mail beginning March 3, 2010. All contracts/agreements will be due Wednesday, March 10, 2010.

**QUESTIONS**
For questions about the LEAD scholar position, please contact:

Gilbert Fugitt
Director of Student Leadership and Development
(949) 854-8002, ext. 1377
Gilbert.Fugitt@cui.edu
Please type or neatly print. Incomplete applications will not be considered.

**LEAD Scholar Preference:**

- ___ Student Activities
- ___ Intramurals
- ___ Civic Engagement/Volunteerism
- ___ Clubs and Organizations
- ___ Screaming Eagles
- ___ Outdoor Recreation

**Application Questions**

Please use the space provided to answer the following questions or attach a separate document.

1. What skills, knowledge, previous leadership, employment and/or community living experience do you have that would contribute to your success as a LEAD Scholar?

2. What strengths and special qualities would you bring to the LEAD position?

3. Of all the duties listed on the LEAD job description, which duty do you believe will be the most challenging to you? Why?
4. Please list any outside commitments you will have while being a LEAD scholar. Include work commitments, membership in campus or community organizations, etc., and the hours per week for you to fulfill your commitment. Please realize that this position requires a tremendous amount of time and dedication.

5. Looking at your outside activities and commitments, how do you plan on balancing these with the many responsibilities of the LEAD Scholar position?

6. Have you had any discipline problems (i.e. Residential Education, Dean of Student Affairs, Campus Security, etc.)? If so, please be specific of the situation(s) and the outcome(s). How does this reflect on your role as a student leader?

7. What role does your faith play in your position as a LEAD scholar?
8. In one sentence, why should you be chosen as a LEAD scholar?

9.

**Application Deadline**

Monday, February 15, 2010 • 4:30 p.m.  
Center for Student Leadership and Development • Front Desk  
(949) 854-8002, ext. 1377

**Application Check-List**

☐ Complete this application.

☐ Complete necessary information on LEAD Recommendation Forms and forward forms to two references (Residential Education & Services and Center for Student Leadership and Development staff may NOT be used as references.) References will either submit their completed recommendation forms in a sealed envelope to you or mail it directly to the CSLD. **Applications will be considered incomplete if recommendation forms are not received by the deadline.**

☐ Submit this application, attachments, and two recommendation forms (if applicable) to the above address no later than **4:30 p.m. on February 15, 2010.**

☐ Sign up for a personal interview when you submit your application.

☐ Check with financial aid about the impact of a LEAD scholarship on your financial aid package.
TO THE APPLICANT: Please fill in the information below; forward this form to a faculty member/advisor, administrator, or coach (Residence Life or Center for Student Leadership and Development staff may NOT be used as references). This completed Recommendation Form must be turned in no later than 4:30 p.m. on February 15, 2010, in order for your application to be considered.

Applicant’s Name: ________________________________

Section 1: To be completed by the applicant.

Applicant’s Signature: ____________________________ Date: ________________

Section 2: The following is to be completed by the person filling out this recommendation form.

TO THE PERSON COMPLETING THE RECOMMENDATION: The applicant is seeking a position as a Leadership Education and Development (LEAD) scholar. Please honestly state the merits of this applicant’s candidacy, any deficiencies, and any other information that may be useful to the selection committee.

Recommender’s Name: ____________________________ Position: ____________________________

Relationship to applicant: ____________________________ Length you’ve known the applicant: _________

How well do you know this applicant? □ Very Well □ Fairly Well □ Casually

What do you consider to be the applicant’s strengths? ____________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

What do you consider to be the applicant’s areas for improvement? ______________________________

________________________________________________________________________________________

________________________________________________________________________________________

Please comment on the applicant’s ability to provide leadership and to show sensitivity in dealing with culturally diverse groups of individuals. _____________________________________________
Consider each of the following items and check the appropriate box representing your evaluation. Use N/A if you have insufficient information from which to evaluate.

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Please comment on the applicant’s ability to role model Christian values. ____________

☐ Strongly Recommend ☐ Recommend
☐ Recommend with Reservations ☐ Do Not Recommend

Signature ____________________________ Date ____________________________

Please sign this reference form and return it in a sealed envelope to the applicant
BEFORE February 15, 2010
OR
Fax it to (949) 854-6882, attn: Gilbert Fugitt
OR
Return this form by February 15, 2010 to:
Gilbert Fugitt • Center for Student Leadership and Development
1530 Concordia West • Irvine • CA • 92612 • Tel. (949) 854-8002 ext. 1377