

January 14, 2013

Dear LEAD Applicant:

Thank you for applying to the Leadership Education & Development (LEAD) Program in the Center for Student Leadership and Development (CSLD). Being a LEAD Coordinator 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 Program, LEAD Coordinator positions, an application and reference form. Applications must be completed and submitted no later than **4:30 p.m. on Friday, February 1, 2013** to the CSLD. At that point, you will sign up for both an individual and a group interview, which will take place beginning Monday, February 4, 2013.

Please note the following in all LEAD positions:

- ◇ LEAD Coordinators must attend all 5 spring meetings in the spring semester, 2012. The dates are March 13, 20, 27 and April 3, 10, 2013 from 4:00 -5:00 p.m. (location- TBD).
- ◇ LEAD Coordinators are required to attend the Christian College Leadership Conference on Saturday, April 13, 2013 (full day conference).
- ◇ LEAD Coordinators must be available to return to campus for fall student leadership training on Thursday, August 8, 2013 (subject to change) *and* participate in WOW.
- ◇ LEAD Coordinators must be available to return to campus for spring student leadership training on Thursday, January 2, 2014 (subject to change) *and* participate in Spring Orientation.
- ◇ LEAD Coordinators are required to attend LEAD Team Huddles that will take place on Mondays from 4:30 p.m.- 5:45 p.m. during the fall and spring semester, 2013-2014 (time subject to change).
- ◇ LEAD Coordinators will meet weekly with the Director of Community Involvement & Leadership Development or the LEAD Program Coordinator each semester.
- ◇ LEAD Coordinators are responsible for working 10 office hours per week, 3-4 of them at the CSLD front desk.
- ◇ LEAD Coordinators will work as a team together to put on quality events that will serve the student body.

You may indicate your preference for which LEAD area in which you would like to serve, however you will be placed according to the needs of the LEAD program. If you have any questions regarding the position, please do not hesitate to contact me at (949) 214-3061, or via email: Christie.Clark@cui.edu.

In Christ,



Christie Clark
Director of Community Involvement & Leadership Development

Program Description

The Leadership Education and Development (LEAD) 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 ten different areas to serve as a LEAD Coordinator. These areas are:

- Student Activities
- Intramurals
- Concordia Cares (formerly Civic Engagement/Volunteerism)
- Screaming Eagles
- Outdoor Recreation
- Clubs and Organizations
- Fusion
- Marketing
- Commuter Outreach
- Diversity Awareness

TITLE

Leadership Education and Development (LEAD) Coordinator

PURPOSE

The primary purpose of the LEAD Coordinator is to:

- Implement programs, events and activities at Concordia University Irvine.
- Develop opportunities and enriching experiences for the student body to be engaged in the campus and Orange County community, foster relationships with each other, invest in the University, and to strengthen their awareness of themselves.
- Maintain a standard of excellence, leadership, academic and spiritual maturity.

QUALIFICATIONS AND REQUIREMENTS

As a student leader in the LEAD Program, the LEAD Coordinator is expected to handle his/her responsibilities maturely, with professionalism, and exhibit exemplary conduct while assuming the position.

The LEAD Coordinator 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 Coordinators should be enthusiastic students of the University as well as positive Christian role models. In addition, LEAD Coordinators must be able to relate well with students and CUI faculty/staff. LEAD Coordinators should be comfortable working independently and as a part of the LEAD and student leadership team.

All applicants must meet the following:

- Understand and believe in the objectives of the LEAD 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 (at least 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 the position
- Return to CUI for the 2013-2014 academic year.
- Attend the Christian College Leadership Conference (CCLC) on April 13, 2013 (all day event).

- May not hold any other student leadership position at Concordia University Irvine unless otherwise approved by the Director of Community Involvement and Leadership Development.
- All outside jobs or positions must be approved by the Director of Community Involvement and Leadership Development. Any outside job or position must not come into *direct* conflict with the responsibilities of the LEAD position. (Do NOT make *any* personal plans during LEAD training, WOW, and Spring Orientation).
- LEAD Coordinators must attend all 5 spring meetings in the spring semester 2013. The dates are March 13, 20, 27 and April 3, 10, 2013 from 4:00 -5:00 p.m. (location- TBD).

DURATION

- LEAD Coordinators must be available during ALL LEAD spring meetings 2013.
- LEAD Coordinators must be available to return to campus for fall student leadership training on Thursday, August 8, 2013 (subject to change) *and* participate in WOW.
- LEAD Coordinators must be available to return to campus for spring student leadership training on Thursday, January 2, 2014 (subject to change) *and* participate in Spring Orientation.
- LEAD Coordinators are required to attend LEAD Team Huddles that will take place on Mondays from 4:30 p.m.- 5:45 p.m. during the fall and spring semester, 2013-2014 (time subject to change).
- LEAD Coordinators agree to two academic semesters with performance reviews done at the conclusion of each semester.

RESPONSIBILITIES

The responsibilities of the **Concordia Cares Coordinator** are to:

- Participate in the Clubs and Organizational Fairs
- Promote student involvement and coordinate volunteer opportunities with local organizations including but not limited to Habitat for Humanity, Village of Hope, Ronald McDonald House
- Develop and implement the Hoops for Hope event
- Assist in the coordination of Night of Hope
- Educate the campus on Civic Engagement/Volunteerism opportunities
- Raise the campus's awareness of social justice issues
- Work with Marketing Coordinator to thoroughly promote upcoming Concordia Cares events

The responsibilities of the **Coordinator 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
- Meet monthly with the Clubs & Orgs Presidents
- Work with Marketing Coordinator to thoroughly promote upcoming Clubs & Orgs events

The responsibilities of the **Intramural Coordinator** shall be to:

- Participate in the Clubs and Organizational Fairs
- 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
- Be at all Intramural games
- Keep records of teams and postgame results weekly
- Plan and coordinate championship games for each sport
- Ensure a safe environment for intramural activities
- Work with Marketing Coordinator to thoroughly promote upcoming Intramurals events

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) Kayaking
- Obtain sign-ups for all Outdoor Recreation activities
- Have multiple activities throughout the year which allow for a wide range of students to participate
- Work with Marketing Coordinator to thoroughly promote upcoming Outdoor Rec events

The responsibilities of the **Screaming Eagles Coordinator** are to:

- Participate in the Clubs and Organizational Fairs
- Promote Games of the Week
- Coordinate Midnight Madness event (in collaboration with Athletics)
- 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
- Select & coordinate a group of 6 students to represent Screaming Eagles at selected athletic games
- Coordinate Fall Pep Rally for Volleyball
- Coordinate Spring Bonfire Baseball & Softball
- Coordinate events to promote other athletic teams on campus (in collaboration with Athletics)
- Work with Marketing Coordinator to thoroughly promote upcoming Screaming Eagles events

The responsibilities of the **Student Activities Coordinator** are to:

- Participate in the Clubs and Organizational Fairs
- Plan and coordinate all Homecoming activities including, but not limited to, a Spirit Week, dance, weekend events (in collaboration with Alumni Relations, ASCUI, and Screaming Eagles)
- Develop and manage Spirit Week

- Coordinate Rock the Amp (Fall), a concert (Spring), attend a professional sports game, Suitcase Bingo, Kindergarten Day, Easter Egg Hunt, stress relieving events during finals week, and other campus wide events
- Additional Duties:
 - Support and assist ASCUI with Concordia Christmas Event
 - Support and assist ASCUI with Breakfast @ Midnight Program

The responsibilities of the **Marketing Coordinator** are to:

- Oversee LEAD advertising
- Meet with LEAD Coordinators to develop advertising plan for events
- Maintain LEAD Facebook, Website & Calendar
- Create Facebook events for LEAD programs/events
- Promote LEAD in various capacities
- Work with Communications Director to maintain Student Leadership calendars

The responsibilities of the **Fusion Coordinator** are to:

- Participate in the Clubs and Organizational Fairs
- Advertise Fusion to freshman and new incoming students
- Send out and collect applications
- Conduct interviews & select Fusioners
- Meet with LEAD, abbey west, RES and PAL staff/coordinators about their Fusioners
- Conduct bi-monthly meetings with Fusioners
- Meet one- on-one with Fusioners once a month
- Have coordinators evaluate and asses Fusioners progress after the 1st semester

The responsibilities of the **Commuter Outreach Coordinator** are to:

- Participate in the Clubs and Organizational Fairs
- Run monthly commuter breakfasts
- Coordinate monthly \$1 lunches at the Student Union
- Work with Marketing Coordinator to thoroughly promote upcoming campus events

The responsibilities of the **Diversity Awareness Coordinator** are to:

- Participate in the Clubs and Organizational Fairs
- Coordinate monthly events that highlight different cultures
- Work with cultural Clubs & Organizations to promote diversity awareness on campus
- Coordinate Culture Fest (spring)
- Work with Marketing Coordinator to thoroughly promote upcoming Cultural Awareness events

CHARACTERISTICS

- Positive Christian Role Model
- Responsible
- Takes initiative
- 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
- Commitment

COMPENSATION

- \$1500 per semester stipend

QUESTIONS

For questions about the LEAD Coordinator positions, please contact:

Christie Clark, Director of Community Involvement & Leadership Development
(949) 214-3061

Christie.Clark@cui.edu



Please type or neatly print. Incomplete applications will not be considered.

Self- Evaluation

Rank each of the below characteristics in order from 1 to 12 as they pertain to your own strengths and weaknesses. Designate your strongest area as #1, next strongest as #2 and so forth, on through the area in which you feel you would need the most training and or improvement, which would rank #12.

- ___ Approachability ___ Visionary
___ Flexibility ___ Self-starter/ Initiator
___ Follow through ___ Facilitating
___ Administrative Skills ___ Time Management Skills
___ Oral Communication Skills ___ Detail-oriented
___ Creativity ___ Working with others

Reference

Please list the names and email addresses of the individuals who will be completing your reference forms. References may be from faculty, staff, administration, employers or coaches. CSLD staff and other students may not be a reference for this application.

Former/Present Employer: _____ Email _____

LEAD Coordinator Preference:

Please number from 1 to 3 your preference of LEAD area. You may indicate your preference for which LEAD area in which you would like to serve, however you will be placed according to the needs of the LEAD program.

- ___ Student Activities ___ Intramurals ___ Concordia Cares
___ Marketing ___ Clubs and Organizations ___ Screaming Eagles
___ Outdoor Recreation ___ Fusion ___ Commuter Outreach ___ Diversity Awareness

Application Questions

Please answer the following questions typed on 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 Coordinator?
2. Of all the duties listed on the LEAD job description, which duty do you believe will be the most challenging to you? Why?
3. Please list any outside commitments you will have while being a LEAD Coordinator. 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. Rank your commitments by priority.
4. Looking at your outside activities and commitments, how do you plan on balancing these with the many responsibilities of the LEAD Coordinator position?
5. In one sentence, why should you be chosen as a LEAD Coordinator?

Application Deadline

Friday, February 1, 2013 • 4:30 p.m.

Center for Student Leadership and Development • Front Desk
(949) 214-3061

Application Check-List

- Complete General Application
- General Application Reference-Complete necessary information on the General Application Recommendation Form and forward the form to your reference. References will either submit 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.**
- Complete LEAD Application
- LEAD Application Reference-Complete necessary information on the LEAD Recommendation Form and forward the form to your reference. References will either submit 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 your completed applications, attachments, and two recommendation forms to the CSLD no later than **4:30 p.m. on Friday, February 1, 2013.**
- Sign up for an individual interview time and group interview time when you submit your application.

Invitations letters will be emailed via Eagles email the week of February 18, 2013.



Recommendation Form

TO THE APPLICANT: Please fill in the information below; forward this form to a faculty member/advisor, administrator, or coach (Center for Student Leadership and Development staff and other students may NOT be used as references). This completed Recommendation Form must be turned in no later than 4:30 p.m. on February 1, 2013 in order for your application to be considered.

Applicant's Name: _____

Section 1: To be completed by the applicant.

Applicant's Waiver of Access to Letter of Reference: Under the Federal Family Education Rights and Privacy Act of 1974 and the California Information Practices Act of 1977, students are given the right to inspect their records, including letters of reference.
I waive my right to read this letter of reference (i.e. you cannot read this letter).
I do not waive my right to read this letter of reference (i.e. you can read this letter).
Applicant's Name: _____
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) Coordinator. LEAD Coordinators play an integral role in enhancing the student body's Concordia student experience by hosting a variety of campus programs. 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 improvements regarding this position?

LEAD Coordinators are responsible for planning & coordinating activities that enrich our students' college experience in many facets. Comment on the applicant's ability to assume this responsibility well.

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.

	Excellent	Good	Average	Poor	N/A	Comments
Initiative						
Enthusiasm						
Follow through						
Creativity						
Reliability						
Detail-oriented						
Maturity						
Cooperation						
Team player						
Disciplined						

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 1, 2013**

OR

Fax it to (949) 214-3061, attn: Christie Clark

OR

**Return this form by February 1, 2013 to:
 Christie Clark ▪ Center for Student Leadership and Development
 1530 Concordia West ▪ Irvine ▪ CA ▪ 92612 ▪ Tel. (949) 214-3061**