2010 Student Leadership Positions

Among the many student leadership opportunities within the campus community, these positions are directly affiliated with major college programs. Each is at the paraprofessional level. Each demands a capacity for personal development and positive peer interactions, resulting in heightened interpersonal skills. Along with certain similarities, each position is uniquely tailored for its role within the campus community.

- Common Applications for all positions are available in the Office of Student Development, Hicks Center, Room 119.
- Deadline for applications is WEDNESDAY, April 7th at 5:00 p.m. in the Office of Student Development.
- Application and training processes continue throughout Spring Quarter 2010. Required training is also scheduled prior to the beginning of Fall Quarter 2010.

Leadership Positions

- Admission Intern
- CCPD Career Associate
- Student Chaplain
- CIP Peer Adviser
- Hicks Building Managers
- LandSea Leader
- Health Advocate
- Peer Leader
- Resident Assistant
- Sustainability Intern
- Student Activities Intern
- Study Circle Facilitator
- Writing Consultant
- Peer

- Applying for multiple positions is encouraged; however, please check with the department contacts if you plan to accept more than one leadership position. Required training and scheduling conflicts may prohibit you from holding two positions simultaneously.
- Complete descriptions and requirements for all positions follow.

ADMISSION INTERN

Admission Interns will work closely with the Office of Admission professional staff throughout the recruitment year, assisting with the organization of on-campus programming, the training and coordination of the K-Crew admission volunteer network, and recruitment of prospective students. Interns will be supervised by one of the Assistant Directors of Admission and will meet regularly with the Senior Associate Director of Admission to gain a greater understanding of the admission process and profession. Interns will gain professional work experience while continuing to improve their communication skills and presentation style.

What are the necessary qualifications?
- A rising senior
- Students must be able to work between 8-12 hours per week
- The ideal candidate will already be somewhat familiar with the Admission Office and may have been a member of K-Crew or a student worker

Who can I talk to for more information?
David Anderson, Senior Associate Director of Admission (337-7171 or danders@kzoo.edu)

CCPD CAREER ASSOCIATE

The Career Associate (CA) is a paid part-time paraprofessional position in the Center for Career and Professional Development (CCPD). CAs are integrally involved in a broad range of career development activities and programs, including support for the growth and development of the Guilds of Kalamazoo College. CAs assist students through one-on-one conversations and educational outreach efforts, in order to help them discover career opportunities, apply for externships, search for internships and jobs, write résumés and cover letters, and research post-graduate options. CAs may also be part of the staff team of the Guilds, which are intergenerational communities of practice formed around interdisciplinary issues including Sustainability, Business, Health, and Justice and Peace. Guilds bring together students, alumni, faculty and staff, and community members to: integrate academic and experiential educational opportunities, collect and share members’ knowledge and experience, create new opportunities for thinking and acting together, prepare students for professions, and strengthen an extensive network of lifelong personal and professional relationships among members.

What would be expected of me?
- Commitment of eight to ten hours weekly; occasional evening and weekend events; no other student leadership position held concurrently
- Enthusiasm for and commitment to the mission of the CCPD/Guilds
- Assistance to peers as they draft résumés, application materials, and correspondence in search for internships, externships, post-graduate employment, or advanced study opportunities
- Planning, implementation, and leadership of individual and group projects, including marketing campaigns and presentations/workshops
- Self-direction, innovation and team spirit
- Attendance at assigned meetings and events of the Guilds and at weekly CA staff meetings
- Development and maintenance of relationships with Guild members; outreach to potential new Guild members
- Regular communication with all members of the CCPD staff team
- Participation in a spring quarter leadership training workshop the weekend of May 14-15, 2010, location and time TBD
- Participation in CCPD orientation, on campus beginning the Wednesday before fall quarter begins
(CCPS CAREER ASSOCIATE CONTINUED)

What are the necessary qualifications?
- Strong organizational and time management strategies
- Good interpersonal and communication skills
- Ability to develop creative and integrated approaches to interdisciplinary issues as well as new program outreach/marketing strategies
- Positive and professional rapport with students, faculty, staff, alumni, and community partners
- Comfort with on-line networking technology
- Ability to work both independently and as part of a collaborative team
- Dependability, commitment to follow-through, integrity
- Strong helping, presentation, and hosting skills
- Enthusiasm/desire to develop career related skills
- Commitment to balancing academic and job responsibilities

What would I gain from this position?
- Enhanced listening, communication, critical thinking, and teamwork skills
- Excellent organizing, project planning and management, negotiation, and marketing experience
- Public-speaking opportunities
- Access to strong professional networks and meaningful relationships with alumni and community partners
- Encouragement and support to pursue personal career interests
- A stronger personal knowledge of the career and professional development process

CIP PEER ADVISOR

The Peer Advisor (PA) is a part-time position for the Center for International Programs in the Center for Experiential Education. A primary responsibility is to assist prospective and current students as they learn about study abroad and other international programs. Peer Advisors also support CIP staff with orientation and pre-departure phases of outbound students as well as organizing reintegration activities for those returning to campus. One Peer Advisor will be designated as the International Student PA, who assists the International Student & Scholars Coordinator with orientation week, immigration paperwork, the Host Program and in helping international students adjust to life in Kalamazoo.

What would be expected of me?
- 10 hour commitment per week during fall, winter and spring quarters
- Plan and organize events for students preparing to study abroad and those who have returned
- Advise students as they educate themselves about study abroad options, eligibility, application, selection and reintegration processes
- Highlight the unique features of the Kalamazoo study abroad program to prospective Kalamazoo students as well as current students through panel discussions, fairs and informational meetings
- Collaborate with other offices and departments to promote a better understanding of study abroad experiences

Who can I talk to for more information?
- Narda McClendon, Assistant Director, CIP (337.7133)
- Current Peer Advisors, CIP, Dewing 112
- cippa@kzoo.edu

(STUDENT CHAPLAIN CONTINUED)

What would I gain from this position?
- Valuable relationships and a sense of community with other Student Chaplains & student participants.
- Publicity and outreach skills, both on and off campus.
- Broader understanding of the religious life within various faith traditions.
- Deeper understanding of your own religious and spiritual commitments.
- Leadership skills; opportunities to speak, plan events & lead groups.
- Get paid to do what you love.

Whom can I contact for more information?
- Elizabeth Hakken Candido, Chaplain (337.7362, ecandido@kzoo.edu)
- Current Student Chaplains

(STUDENT CHAPLAIN CONTINUED)

What are the necessary qualifications?
- Participation in study abroad through Kalamazoo College
- Ability to take initiative and attend to details
- Aptitude to learn and explain the CIP processes of advising, application, selection and preparation for study abroad and the reintegration process
- Capacity to be open, patient, and encouraging with peers
- Ability to recognize and respect boundaries and confidentiality

What would be expected of me?
- A deeper understanding of your own study abroad experience and a chance to share that experience with others
- An opportunity to strengthen planning and organizational skills
- Advising experience in an international education program
- An opportunity to help international students and to learn about immigration paperwork and laws

Who can I talk to for more information?
- Narda McClendon, Assistant Director, CIP (337.7133)
- Current Peer Advisors, CIP, Dewing 112
- cippa@kzoo.edu

Who can I talk to for more information?
- Joan Hawxhurst, CCPD Director (337-7384 or joan.hawxhurst@kzoo.edu)
- Jackie Srodes, Career Counselor (337-5788, jsrodes@kzoo.edu)
- Current Career Advisors (Dewing 112, ca@kzoo.edu)
- Current Guilds Associates (http://guilds.kzoo.edu)

Student Chaplains are the core of the K College Chapel Program; they help plan and lead Friday Community Reflection, Chapel groups and other Chapel events. They exemplify the Chapel’s vision of creating a diverse, welcoming, and inclusive environment for students of all religious and spiritual backgrounds.

What would I gain from this position?
- Be an active participant and promoter of Chapel activities.

What are the necessary qualifications?
- Student Chaplains must
  - Be committed to building a sense of community on campus.
  - Be willing to explore faith, spirituality, and religious practice in an open and affirming environment.
  - Be willing to commit to specific Cavern hours and Chapel events.

What would be expected of me?
- Participate in a series of training workshops during orientation week.
- Commit to working & volunteering in the Cavern 2-5 hours/week.
- Attend quarterly Student Chaplain Retreats.
- Lead, plan or help with at least 2 events per quarter.
- Be an active participant and promoter of Chapel activities.

Who can I talk to for more information?
- Narda McClendon, Assistant Director, CIP (337.7133)
- Current Peer Advisors, CIP, Dewing 112
- cippa@kzoo.edu

STUDENT CHAPLAIN

Who can I talk to for more information?
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- Current Student Chaplains

STUDENT CHAPLAIN CONTINUED

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What would be expected of me?
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- Plan and organize events for students preparing to study abroad and those who have returned
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- Current Peer Advisors, CIP, Dewing 112
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Who can I talk to for more information?
- Joan Hawxhurst, CCPD Director (337-7384 or joan.hawxhurst@kzoo.edu)
- Jackie Srodes, Career Counselor (337-5788, jsrodes@kzoo.edu)
- Current Career Advisors (Dewing 112, ca@kzoo.edu)
- Current Guilds Associates (http://guilds.kzoo.edu)
**HICKS BUILDING MANAGER**

The Hicks Student Center Building manager is responsible for working with the professional staff on the operations and staffing of the Union Desk, the Game Room, and the Event Staff. The Building Managers will work closely with the professional staff in the Hicks Student Center both in facilities management and in working toward the vision of making the Hicks Student Center the “heart and hearth” of campus.

**What would be expected of me?**

In addition to working hours at the Union Desk and Events, the building managers will have additional responsibilities which may include, but are not limited to:

- Staff scheduling
- Staff training
- Developing and implementing a staff reward/incentive program
- Managing daily and weekly building reports
- Processing data on building traffic
- Managing equipment

There may be up to 3 positions available. Building Managers will be expected to work 10-15 hours per week and will be paid the Federal Work Study rate. Work-study eligibility is recommended but not required.

**What are the necessary qualifications?**

Students who are rising sophomores, juniors or seniors and who are interested in Student Unions, Facilities Management, Student Development/Affairs, and Higher Education should apply. The ideal candidate will have prior experience in a management or supervisory role and is familiar with the Hicks Student Center and its operations as well as Hicks Student Center sponsored events. Strong work ethic, responsibility, reliability, and dependability are other characteristics that an ideal candidate will possess.

**Who can I talk to for more information?**

For more information contact Kate Leishman, Student Development Office, 337.7210, leishman@kzoo.edu.

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**PEER HEALTH ADVOCATE**

Peer Health Advocates (PHA) are a student leadership group with a focus on health issues and needs of the campus community. PHA gives students the opportunity to improve the health and wellness on campus in creative and fun ways. Students play a uniquely effective role in encouraging peers to consider, talk honestly about, and develop responsible habits and attitudes toward health and safety issues. Guidance is provided by Student Health Center staff and other K-College staff.

**What would be expected of me?**

- Create and actively promote proactive programs, activities, policies, and education to improve the health and wellness on campus. Examples of previous activities include: organized a Beat the Winter Blues event, created a stress release table at Exam Week Extravaganza, attended the annual Depression on College Campuses conference, QPR (suicide prevention) Training, CPR Training, H1N1 prevention Training, Core Survey data collected, Visiting International Student Healthcare Access Survey created and distributed, Depression Fliers distributed, Index column written, Peer Health News flier created, and more.

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**LANDSEA LEADER**

LandSea is an Experiential Education program that offers 100 incoming students the opportunity to participate in an 18-day expedition in Killarney Provincial Park. During the program, participants hike, canoe, climb, rappel, and go on solo for 48 hours. LandSea Leaders co-facilitate the experience of the participants, offer support, teach skills, role model, and encourage participants to challenge themselves.

**What would be expected of me?**

- Participation in the following:
  - Wilderness First Responder (WFR) Certification and CPR Training June 14th-20th here on campus (note: if you already have these certifications or plan to get them elsewhere, it is not necessary to attend)
  - Leaders’ Retreat (August 13th-26th)
  - Gear Day (September 14th)
- A focus on risk management and safety (both physical and emotional)
- Learning and practicing effective coaching and feedback skills
- Teaching and modeling skills to participants, then allowing participants to carry out skills themselves and teach each other
- Facilitating the participants’ group process while leading from behind
- Providing emotional support to participants while challenging them to push their existing limits
- Promoting open discussion to resolve conflicts and increase group connectedness
- Learning and committing to use authentic communication skills
- Being an effective and responsible member of the team of LandSea Leaders

**What are the necessary qualifications?**

- Understand and model the goals and philosophy of the LandSea program
- Exceptional physical conditioning and the ability to live in a wilderness environment for a month

**(Peer Health continued)**

- Attend weekly PHA meetings and commit to the time needed to develop and present solid programs.
- Collaborate with others to promote wellness.
- Participate in the annual All Campus Health and Wellness Fair.
- Participate in training when appropriate.
- Participate in PHA for a minimum of one academic year.

**What are the necessary qualifications?**

- Drive to actively promote proactive programs, activities, policies, and education to improve the health and wellness on campus.
- Ability to inform in a non-biased, non-judgmental manner.
- Ability to recognize and respect boundaries and confidentiality.
- Desire to improve lifestyles for yourself and your friends.

**What would I gain from this position?**

- Opportunity to improve the overall health of students on campus.
- Understanding of particular health issues important to you and a chance to share that knowledge with others.
- Development of leadership, research, presentation, organization, and networking skills.

**Who can I talk to for more information?**

please contact Jennifer at the Student Health Center at 269-337-7200/jcombes@kzoo.edu or the current Peer Health Advocates at peerhealth@kzoo.edu.
(LANDSEA LEADER CONTINUED)
- Current Wilderness First Responder and CPR certifications
- Ability to develop and maintain relationships
- A commitment to maintain confidentiality
- Strong desire to improve and build upon these skills already in existence

What would I gain from this position?
- Development of interpersonal and leadership skills
- A unique leadership experience
- Self-discovery and growth through challenge
- Enhanced wilderness skills and knowledge
- Exceptional bonds with Leaders and participants

Who can I contact for more information?
- Zaide Pixley, Dean of the First Year and Advising (Dewing 109, 337.5755; Pixley@kzoo.edu)
- Current Peer Leaders

(PARTY LEADER CONTINUED)

What are the necessary qualifications?
- Positive role models of campus involvement
- Eager, willing and committed to learning
- Mature judgment and strong work ethic
- At least a sophomore in good academic and social standing at the College

What would I gain from this position?
- Development of supportive relationship with residents
- Planning and implementing imaginative programming, including social, recreational, educational and/or multicultural activities
- Support of fellow staff members
- A significant time commitment

What would be expected of me?
- A strong sense of your role within the campus community
- Organizational and planning skills
- Leadership and teamwork skills
- Ability to deal with crisis and confrontation
- Listening skills
- Confidence

Who can I talk to for more information?
- Dana Jansma, Associate Dean of Students (337.7210)
- Deanna Roell, Area Coordinator (337.7210)
- Kristin Peterson, Area Coordinator (337.7210)
- Your RAs

(PARTY LEADER CONTINUED)

Note: If you were previously a LandSea participant, it very important that you have one of your references be from your leader(s), sister patrol leader(s), or adjunct guide(s).

PEER LEADER

Peer Leaders are an integral part of the First-Year Experience program. They are sophomore, junior, and senior "K" students WHO help first years navigate the transition to college, connect students to resources on campus, and, serve as a mentor to first years. Because Peer Leaders are K students, they are able to offer advice and anecdotes drawing from their own experience at "K".

During orientation, Peer Leaders lead many activities, build a connection to each student in their assigned seminar, and facilitate the construction of a community within the seminar. Throughout the year, and especially during that first fall term, Peer Leaders participate in some seminar activities, organize social activities for their seminar, and continue to mentor students individually as needed.

What would be expected of me?
- Participate in one training workshop during spring term, Monday, May 24, 6-8pm Return to K for training Wednesday, Sept. 8 through Tuesday, Sept. 14 (with Sunday, September 12, off)
- Work full time during orientation, Wednesday, Sept. 15–Sunday, Sept 19

What are the necessary qualifications? Peer Leaders must be
- Willing to go beyond the call of duty in leadership and service
- Able to follow through on commitments, take initiative and attend to details, and respect boundaries and confidentiality
- Problems-solvers, creative, energetic, and committed to the K community
- Responsible, honest, and ethical
- Open, patient and encouraging
- Professional and collegial, non-biased and non-judgmental
- In good academic and social standing

What would I gain from this position?
- Leadership skills and experience working with others
- Greater knowledge of the college and its people
- New friends and valuable relationships
- A sense of community

RESIDENT ASSISTANT

Resident Assistants (RAs) are an integral part of the staff team in the residence halls. As educators, RAs help facilitate the personal growth of their residents as well as their own while creating a positive community and a healthy living environment that supports the academic challenges at K.

What would be expected of me?
- Development of supportive relationship with residents
- Planning and implementing imaginative programming, including social, recreational, educational and/or multicultural activities
- Support of fellow staff members
- A significant time commitment

What would I gain from this position?
- A strong sense of your role within the campus community
- Organizational and planning skills
- Leadership and teamwork skills
- Ability to deal with crisis and confrontation
- Listening skills
- Confidence

Who can I talk to for more information?
- Dana Jansma, Associate Dean of Students (337.7210)
- Deanna Roell, Area Coordinator (337.7210)
- Kristin Peterson, Area Coordinator (337.7210)
- Your RAs

STUDENT ACTIVITIES INTERN

The Student Activities Intern will have an active role in planning, implementing, and assessing programming for the Office of Student Activities and Student Development. The person in this role will work closely with the professional staff in the Office of Student Activities.

What would be expected of me?
Student Activities interns will be involved in many projects which may include but are not limited to:
- Creating and implementing an assessment plan for Student Activities sponsored events.
- Creating and implementing a promotion plan for the Office of Student Activities including weekly table tents, fliers, and other promotional efforts.
- Organizing additional activities to enhance current programs.
STUDENT ACTIVITIES INTERN CONTINUED

- Planning and implementing new programs to be sponsored by the Office of Student Activities.
- Assisting student organizations with administrative duties.

There may be up to 2 positions available. Student Activities Interns will be expected to work 8-12 hours per week and will be paid the Federal Work Study rate. Work-study eligibility is recommended but not required.

What are the necessary qualifications?
Students who are rising juniors and seniors and who are interested in a career in Student Activities, Student Development/Affairs, and Higher Education are especially encouraged to apply. The ideal candidate will have working knowledge of event planning and program management on campus from past involvement in student organizations, Student Commission, or other leadership positions. Critical thinking, problem solving, and the ability and reliability to work independently are other characteristics that an ideal candidate will possess.

Who can I talk to for more information?
For more information contact Kate Leishman, Student Development Office, 337.7210, leishman@kzoo.edu.

STUDY CIRCLE FACILITATOR

Study Circles were piloted at Kalamazoo College this year during the Winter Quarter Deliberative Dialogues for Social Justice. Student, faculty and staff facilitators collaborated to lead the campus through a series of discussions on social justice. The Arcus Center for Social Justice Leadership plans to use study circles as an ongoing method of campus deliberation. Trained student facilitators are required to keep this effort going.

What would be expected of me?
- Two day training in deliberative practices and facilitation.
- Ongoing practice and training sessions to refine skills.
- Confidentiality as outlined and required by position.
- A supportive and proactive advocacy for the work of the study circles.
- Willingness to work closely with the staff of the Arcus Center for Social Justice Leadership.

What are the necessary qualifications?
Facilitators must demonstrate:
- A professional demeanor while working with students, faculty and staff.
- Ability to facilitate in a group process without inserting one’s own opinions.
- Ability to facilitate groups comprised of diverse participants.
- Flexibility and willingness to be called to service on short notice.
- Adaptability in facilitating discussions on a wide range of topics.

What would I gain from this position?
- Facilitation is a marketable skill!
- Greater confidence with public speaking and presentation.
- Leadership skills
- Problem solving skills.

Whom can I contact for more information?
- Andrew Tyner, Arcus Center for Social Justice Leadership (337.7033, atyner@kzoo.edu)
- Current Study Circle Facilitators

SUSTAINABILITY INTERN

The Sustainability Intern works closely with Paul Manstrom, the Director of Facilities Management, to help move the college closer to the goals of the Presidents Climate Commitment. The student intern will assist in data collection for the greenhouse gas emissions survey and will publicize the sustainability efforts of the college through the Orange, Black, and Green website. The student will complete additional projects as directed.

What are the necessary qualifications?
- Rising Senior
- Intern must be available to work 10 hours a week
- Knowledge of environmental issues
- Some experience with HTML and experienced Reason user
- Excellent written and oral communication skills
- Must be able to work independently
- Experience in student environmental organizations is a plus but not required

What would be expected of me?
- Maintain the Orange, Black, and Green website
- Aid in emissions collection for the Presidents Climate Commitment
- Work with staff and administrators to develop new initiatives
- Serve as a liaison between student groups and the administration
- Organize different events that promote campus sustainability
- Research policies and write recommendations for new programs

What would I gain from this position?
- Excellent organizational skills
- Intensive knowledge of climate change mitigation strategies
- An opportunity to affect environmental change on campus

Who can I talk to for more information?
- Jillian McLaughlin (313) 530-5173 k06jm05@kzoo.edu

WRITING CONSULTANT

The writing consultants work with students one-on-one in the Writing Center to analyze the strengths and weaknesses of the students’ papers and to suggest ways to improve the students’ writing overall.

What would be expected of me?
- Giving students your full attention
- Patience and showing respect for students’ ideas
- Working with two first-year seminars
- Conducting writing workshops in the seminars
- A minimum commitment of 5 hours per week.

What are the necessary qualifications?
- Excellent writing skills (not necessarily an English major)
- Ability to explain good writing techniques and points of grammar
- Good interpersonal skills
- Friendly, non-judgmental attitude
- Reliability and confidentiality
- Recommendation from a professor

What would I gain from this position?
- Improve your own writing
- Gain valuable work experience

Whom can I contact for more information?
- Andrew Tyner, Arcus Center for Social Justice Leadership (337.7033, atyner@kzoo.edu)
- Current Study Circle Facilitators
(WRITING CONSULTANT CONTINUED)

- Develop working relationships with faculty
- Meet new people and get paid to do what you love!

Who can I talk to for more information?

- Marin Heinritz, Director of the Writing Center
- email: heinritz@kzoo.edu
- phone: 337.5734
- Current writing consultants—drop by the writing center in OL310 Sunday –Thursday, 8-11 p.m.