To: MOSAIC Program Coordinator Applicant

From: Amber Zuber, Director

Re: Application Process and Timeline

Date: March 4, 2019

Thank you for your interest in applying for a position with the Landis Center for Community Engagement. Please review the attached Program Coordinator Position Description and complete the application according to the instructions outlined below. The deadline for submission is **March 25, 2019 at 10:00 am.**

The completed application along with the printed responses to the essay questions must be submitted to Mary Foulk at the Landis Center for Community Engagement (522 March Street office) by March 25, 2019 at 10:00 am.

In addition to the application, applicants must also provide one electronic recommendation. Ideally, a Lafayette faculty or staff member should complete the recommendation form; however, first-year students may request the recommendation from a high school mentor or teacher. *By sending this link to the referee, you waive your right to access the information provided on the recommendation form.*

Please cut and paste the link below and inform the referee that the deadline for submission is March 25, 2019 at 10:00 am:

[**https://lafayettec.az1.qualtrics.com/SE/?SID=SV\_eK8TnJXRjVHRcsB**](https://lafayettec.az1.qualtrics.com/SE/?SID=SV_eK8TnJXRjVHRcsB)

Finally, please submit a current and professional resume, as you would if you were applying to any other employment opportunity. Please include relevant experience, especially with respect to leadership or volunteering. I encourage you to use the resources available to you through Career Services to develop and strengthen your resume.

[**https://careerservices.lafayette.edu/career-planning/crafting-resumes-cover-letters/**](https://careerservices.lafayette.edu/career-planning/crafting-resumes-cover-letters/)

If you are selected to proceed to the interview round, you will be asked to sign up for a 30 minute interview during the weeks of **April 1st and April 8th.**  Please utilize the resources available to you through Career Services to strengthen your interview skills.

[**https://careerservices.lafayette.edu/career-planning/interviewing/**](https://careerservices.lafayette.edu/career-planning/interviewing/)

If you are selected as a MOSAIC Staff member for Fall 2019, you will be asked to attend a *mandatory New Staff Orientation on Friday, May 3, 2019 from 4:00-6:00 pm*. Additionally, MOSAIC Program Coordinators are required to attend a *retreat on Friday, August 30, 2019 and Saturday, August 31, 2019*. Candidates who are not selected will receive feedback regarding areas of improvement. Please contact Amber Zuber at [zubera@lafayette.edu](mailto:zubera@lafayette.edu) with any questions about this process.

**MOSAIC Program Coordinator**

**Position Description**

The Landis Center for Community Engagement seeks passionate, committed students to serve as program coordinators for the MOSAIC Program. Through mutually-beneficial partnerships with local community organizations, the Landis Center for Community Engagement promotes intellectual growth for students through meaningful, productive, and effective service experiences.

**Job Responsibilities**

MOSAIC Program Coordinators recruit, train, educate and reflect with student volunteers, serve as liaisons with our community partners, and participate in regular leadership development opportunities. Responsibilities include participation in a staff retreat each semester, staff meetings, team meetings and co-coordination of a large-scale campus event. Additionally, program coordinators hold weekly office hours, submit regular paperwork, and ensure volunteers have completed all necessary requirements for participation.

**Desired Qualifications**

Our ideal applicant will possess:

* Passion for a particular issue and/or program
* Willingness to go beyond stated responsibilities for continuous improvement
* Demonstrated capacity for critical thinking around complex social issues
* Ability to commit between 5-8 hours per week to MOSAIC responsibilities
* Previous volunteer experiences and/or leadership skills transferable to a MOSAIC program

Additionally, we seek applicants who are:

* Professional, mature, and congruent in values
* Positive and flexible during times of challenge or change
* Self-motivated and able to manage multiple responsibilities simultaneously
* Resourceful and organized

**Section I: Personal Information**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Campus Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Birth date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Major(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Minor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Permanent Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have a driver’s license? Yes No

If yes, have you had it for at least one year? Yes No

If eligible, are you willing to become certified to drive the college vans? Yes No

Are you eligible for Federal Work Study through the Financial Aid Office? Yes No

If yes, would you like to be considered for a position with the Yes No

America Reads Tutoring Program?

**Section II: Commitments**

The role of MOSAIC program coordinator requires a significant time commitment. The following information helps us better understand your availability as well as transferable knowledge.

**1. List all jobs, including time commitments** (hrs/week, semester):

**2. Academic commitments** (check all that apply)

Teaching Associate Writing Associate Honors Research

Other (please explain)

**3. Co-curricular commitments** (check all that apply)

Resident Advisor Greek Leadership Position

Student Organization Leadership Position

Other (please explain)

##### Do you intend to study abroad? Yes No If yes, when?

#### Section V: Essay Questions

Please format your responses to the following questions so they are each answered on a separate page with the question number to begin. Each page should also include your name. Double-space your responses. Please print your responses and attach them to this application.

1. With knowledge of the job description for a Program Coordinator, how would you advance the mission of the Landis Center for Community Engagement? (~300 words)
2. The Landis Center for Community Engagement is committed to creating an environment that is welcoming and affirming of people of diverse backgrounds, in thought, in action, in experiences, and in individual identities. How will you contribute to this environment? (~300 words)
3. Please describe a time where your values were called into question and your response to this situation. What did you learn from this experience?  (~300 words)
4. Please describe a situation where things did not go as you had planned. How did you respond and what did you take away from this experience? (~300 words)