

STUDENT EMPLOYMENT APPLICATION

Academic Year 16-17—Applications Due by Wednesday, September 7th, 5pm

RESEARCH ASSISTANT **SOCIAL MEDIA ASSISTANT** **JOURNALIST ASSISTANT** **INSTITUTE ASSISTANT**

Please check position(s) of interest, if multiple please rank by number next to the listed position

Name: _____ Class Year: _____
 Cell Phone: _____ Number of hours available to work: _____ (per week)
 Days Available to work: _____
 Major at CMC: _____ Sequence: _____
 Have you worked for CMC (please circle)? Yes or No Check One: WORK STUDY NON-WORK STUDY

If you HAVE worked on campus before, please use the box below to describe your job(s). If NOT on campus, please tell us about your most recent place of employment.

***Please use a separate sheet of paper to answer the following questions:**

Office/Dept _____ Supervisor _____ When? _____ Wage: \$ _____

Primary Duties/Responsibilities:

What was great about this job?

What didn't you like?

Describe any other work experience or special skills (e.g. yearbook editor, student activities leader, team captain, etc.):

Describe any special interests or past participation with the Kravis Leadership Institute:

What is most interesting to you about CMC?

What is your long-range career goal and why?

 Signature of Applicant Date

➔ **Please attach a resume with your application, if available. Application deadline for all positions: 09/07/2016, 5pm.**

Please submit your completed application and resume to the Kravis Leadership Institute, Kravis Center, 4th Floor, reception desk.

If you have any questions, please email us at kravis.institute@cmc.edu or call 909-621-8743

Research Assistants

Description:

The Kravis Leadership Institute invites applications for Research Assistants for the full academic year. This position is open to all CMC students from all majors but social science research experience is a plus. The position requires approximately 8-15 hours per week. KLI Research Assistants may work with Dr. Sherylle Tan, Director of Internships and KLI Research, and/or Professor Jay Conger, Professor Pamela Gann, Professor Ron Riggio, Professor Sara Thompson, other KLI staff members.

Requirements:

- This position requires the ability to work independently and as a team member, strong organizational and interpersonal skills, strong communication (both written and verbal) and analytic ability, attention to detail, flexibility, and the ability to prioritize work.
- Skills
 - Working knowledge of full Microsoft Office Suite (Word, Excel, PPT)
 - Working knowledge of library (PsychInfo, etc.) and internet search engines
 - Knowledge of SPSS and course work in research methods and statistics is a plus

Job Responsibilities:

- Conducting literature reviews
- Assist with survey development
- Website related duties
- Announcements and Communications to KLI constituents
- Data collection and subject recruitment
- Data entry, data cleaning, and data analysis
- Office and administrative work
- Preparation of PowerPoint or Prezi presentations
- Proofreading manuscripts
- Commitment to attending KLI sponsored events
- Commitment to attending regular research meetings and KLI student meetings
- Other duties as assigned

Claremont McKenna College hires and promotes individuals on the basis of their qualifications, consistent with applicable state and federal laws, without regard to race, color, religion, sex (including gender, pregnancy childbirth or other related medical conditions), national origin, ancestry, age, physical disability, mental disability, medical condition or medical leave, marital status, sexual orientation or any other category protected by law. Inquiries may be directed to the Director for Human Resources, 400 N. Claremont Blvd., Claremont, California 91711-4015, (909) 621-8490.

Employment is contingent upon new employee providing documents verifying U.S. citizenship or, for aliens, documents verifying legal permission to work in the United States.



Social Media Assistant

Description:

- The Kravis Leadership Institute has many ongoing events it sponsors throughout the academic school year. They vary in length, from short, one-hour events to day long conferences. All KLI events and institute updates are posted and uploaded onto various social media platforms, including our website. Events are also summarized in the trimester news publication, *Illumine*. Assistance is required in the dissemination of all KLI updates and events through our social media accounts. Social Media Assistants will report to Nancy Flores, Administrative Coordinator, work closely with the editor of the *Illumine* and/or other KLI staff members.

Requirements:

- This position requires the ability to work with the KLI Team, the ability to work independently and in coordination with others, strong organizational and interpersonal skills, excellent web and mass-media content skills, and, above all, close attention to detail. This position requires a full academic year commitment.
- Skills Needed:
 - Working knowledge of website and social media programs including, but not limited to: Wordpress, CS5, Dropbox, Facebook, Instagram, Twitter, and Youtube.
 - Must have experience to meet requirements and responsibilities listed.

Job Responsibilities:

- Assisting in the promotion of KLI media and online content
- Uploading content to KLI social media accounts as listed above
- Creating event flyers, table tents and/or other marketing materials
- Working in a timely fashion and ensuring cohesion among KLI's different social media accounts
- Corresponding with *Illumine* editor and KLI journalists throughout the academic year
- Commitment to attending KLI sponsored events
- Other duties as assigned

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Journalist Assistant

Description:

- KLI's has many ongoing events it sponsors throughout the academic school year. They vary in length, from short, one-hour events to daylong conferences. KLI also has the newsletter, *Illumine*, which is published on a trimester basis. This publication of the Kravis Leadership Institute, which highlights the current leadership research and Institute programs. The key role of the Journalist will be to capture, develop, edit, and launch articles in each issue. The Journalist Assistant will report to Nancy Flores, Administrative Coordinator, work closely with the editor of the *Illumine* and/or other KLI staff members.

Requirements:

- This position requires the ability to meet deadlines consistently while working in cooperation with the KLI Team. This position requires the ability to work independently and in coordination with others, strong organizational and interpersonal skills, excellent web and mass media content skills, and, above all, close attention to detail. This position requires a full academic year commitment.
- Time management skills are essential for success in this job as the team together will rely on your submitted deliverables. This portion requires a full academic year commitment.
- Skills Needed:
 - Working knowledge of Wordpress, Publisher, CS5, Photoshop, Dropbox and social media programs including, but not limited to: Facebook, Twitter, Youtube, and Instagram, etc.

Job Responsibilities:

- Assisting in the promotion of KLI media and online content
- Uploading content to KLI social media accounts as listed above
- Working in a timely fashion and ensuring cohesion among KLI's different social media accounts
- Commitment to attend KLI sponsored events for journalistic coverage
- Other duties as assigned

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Institute Assistant

Description:

- KLI is accepting applications for Institute Assistants. Institute Assistants help with day-to-day tasks around KLI, as well as with long-term projects and events. Among other responsibilities, the student will work to develop enrollment and participation in KLI activities, such as KLI-sponsored Athenaeum events. Institute Assistants will report to Nancy Flores, Administrative Coordinator, work closely with Event Logistics Coordinator and/or other KLI staff members.

Requirements:

- This position requires the ability to work independently and as a team member, as well as organizational, interpersonal, and communication skills. Attention to detail, flexibility, and the ability to prioritize work when balancing multiple projects and deadlines are also required.
- Skills Needed:
 - Working knowledge of full Microsoft Office Suite (Word, Excel, PPT)
 - Working knowledge of Adobe Acrobat (PDF's construction and merging)

Job Responsibilities:

- Clerical duties (answering phones, filing, etc.)
- Assisting with event planning and execution
- Maintaining departmental files
- Data entry/information management
- Preparation of presentations
- Commitment to attend KLI sponsored events
- Providing support and assistance to KLI staff as needed
- Other duties as assigned

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