



STUDENT EMPLOYMENT APPLICATION

Summer 2017 & Fall 2017—Applications Due by Wednesday, April 19th, 12pm

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

SUMMER 2017 SOCIAL INNOVATION PROGRAMS ASSISTANT

FALL 2017 LEADERSHIP PROGRAMS ASSISTANT **FALL 2017 SOCIAL INNOVATION PROGRAMS ASSISTANT**

Name: _____ Class Year: _____

Cell Phone: _____ Email Address: _____

Hours available to work: _____ (per week) Days Available to work (please circle): M T W TH F SAT SUN

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: 12pm, 04/19/2017.**

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

Leadership Programs Assistant

Description:

The KLI Programs Assistant will work with Sara Thompson, Director of Leadership Programs and additional KLI staff, on the publicity (emails, flyers, press releases, etc.), planning and facilitation of leadership programs for the Kravis Leadership Institute. This position is open to all CMC students. The position requires approximately 8-10 hours per week during the academic year. Additionally, student/s hired will have the option to return to campus as early as Tuesday August 15th and work 30-40 hours a week during the weeks of August 15-18th and August 21st – 25th.

Requirements:

- Demonstrated interest in/experience in leadership.
- Outgoing and energetic personality.
- Comfortable working alone and as part of a team.
- Creativity, flexibility, and out of the box thinking are a plus.
- Commitment to fostering and maintaining an inclusive culture.
- Desire to use and expand event planning skills are essential.
- Self-starter, entrepreneurial spirit is strongly preferred, given that many of these programs are new and/or in development.
- Strong communication and organization skills are essential.
- Awareness of strengths and weaknesses as a team member is necessary.
- Participation in KLI events and meetings is expected.
- Proficiency in MS Word, Excel, and PowerPoint is required.
- Proficiency in design software, such as Adobe InDesign or Illustrator, is a welcome addition.

Job Responsibilities:

- Help develop, design, facilitate, and evaluate programs and events for KLI leadership programs.
- Assist with program correspondence and communications.
- Assist with tracking CMC student involvement and participation in events and programs.
- Research best practices for co-curricular programs at key liberal arts colleges.
- Assist in the development of marketing materials for all events and programs.
- Recruit students to attend events and programs.
- Assist with evaluation of events and programs after completion, including summary documentation.
- Provide general office support, including photocopying, phone calls and faxes as necessary.
- Attendance of regular meetings and other duties as assigned by the Director for KLI's Leadership Programs.

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.