

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:

Name:		CI	ass Year:	
Name: 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: Sequence: NON-WORK STUDY			
Have you worked for CMC (ple	ease circle)? Yes or No	Check One:	☐ WORK STUDY	□ NON-WORK STUDY
If you HAVE worked on camp		e box below to	describe your job(s	s). If NOT on campus, plea
us about your most recent pla	ace of employment.			
*Please use a separate sheet	of paper to answer the	following ques	tions:	
Office/Dept	Supervisor		When?	Wage: \$
Primary Duties/Responsibilitie				
What was great about this job	?			
What didn't you like?				
Describe any other work excaptain, etc.):	xperience or special sl	kills (e.g. yearl	oook editor, stude	nt activities leader, tear
Describe any special interests	or past participation wit	h the Kravis Lea	adership Institute:	
What is most interesting to yo	u about CMC?			
What is your long-range caree	r goal and why?			

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

Academic Year 2017-2018 04/04/2017nmf

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



Social Innovation Programs Summer Assistant

Description:

The KLI Programs Assistant will work with Gemma Bulos, Director of Social Innovation and Impact (direct supervisor), Scott Sherman, Senior Director of Social Innovation and Co-curricular Programs and additional KLI staff, on the publicity (emails, flyers, press releases, etc.), planning, and facilitation of Social Innovation and Civic Leadership Programs for the Kravis Leadership Institute. This position is open to all CMC students. The position requires approximately 10-30 hours per week during the summer.

Requirements:

- Demonstrated interest in/experience in leadership and/or social innovation and/or entrepreneurship.
- 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.
- Familiarity with Asana program management software or Salesforce or other CRM platforms a plus but not required.

Job Responsibilities:

- Help develop, design, facilitate, and evaluate programs and events for KLI leadership and social innovation events and 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 Social Innovation Initiatives.

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.