

President's Leadership Team Application 2011-2012

The President's Leadership Team is designed to give students from diverse fields and backgrounds the chance to interact with the Snow College administration and learn about leadership and issues in higher education. In turn, the College administration benefits by seeing and experiencing the student perspective. Members of the President's Leadership Team are paid, part-time employees* whose main duties include working together to provide staff support within the following areas:

- Offices of the President and Vice Presidents
- Campus Switchboard
- Team Room and Noyes Building Scheduling Office
- President's Home
- Major Campus Events

Students interested in applying for the President's Leadership Team will be required to represent Snow College well among constituents, contribute to the administrative offices where they are assigned, and be interested in learning more about leadership. A complete job description is included below.

To apply for this team, students must:

- Have a minimum 3.00 cumulative GPA
- Make a year-long commitment
- Commit to a maximum of 10 hours per week
- Exhibit an interest in Snow College and the community
- Be interested in service-oriented work

To apply, students must submit a complete application and attach all the required documentation. Finalist will be contacted to set up an interview; final decisions will be made no later than the first week of school. Applications should be delivered to Marci Larsen in the Office of the President, 3rd Floor of Noyes Building, Room 340. For further questions about the application process, please call (435) 283-7013 or email marci.larsen@snow.edu.

**Some academic credit may be available*

**President's Leadership Team
2010-2011 Application**
(Please type or print legibly)

Name

High School Attended/Graduation Date

Physical Address

Mailing Address

Home Telephone Number/Cell Phone Number

Anticipated Graduation Date from Snow College

Student Identification Number

Major

E-mail Address

Cumulative GPA

How did you learn about the President's Leadership Team?

If selected, what do you hope to gain from your experience on the team?

What unique qualities and/or perspectives can you bring to the team?

What is your leadership philosophy?

Please list your computer skills:

Are you familiar with Corel WordPerfect for Windows? _____
Microsoft Word 2007? _____ PowerPoint? _____ Windows Vista? _____

Are you multilingual? If so, please list which languages and at what level you are able to communicate.

Members of the President's Leadership Team at times are required to drive a College vehicle. Do you have a driver's license? If so, please list your driver's license number and the state in which it is issued:

Number: _____ State Issued: _____

Have you had any traffic violations? If so, for what offense(s).

(Please be aware that your driving record is subject to verification.)

Would you be available to assist with Commencement? _____

Would you be available during the summer? _____ If so, when? _____

PLTs are expected to commit a maximum of ten hours per week, helping host special events and providing office support functions. Is this possible for you? _____

Are you available to help with special events in the evenings? _____
Weekends? _____

Team coordination meetings are held for one hour once a week through the academic year. Your class schedule will have to be planned around the meeting time (Tuesdays at 8:00 PM for Fall 2010). Are you willing/able to make that commitment? _____

Please make sure *all* pieces of your application are included prior to submission
INFORMATION THAT SHOULD BE INCLUDED WITH THIS APPLICATION:

1. **A current resume** detailing:
 - A. Work experience
 - B. Campus activities (both academic and co-curricular) and any leadership positions you have held
 - C. Community activities and any leadership positions held in relation to those activities
 - D. Honors and awards you have received
2. **A cover letter** explaining why you are uniquely qualified for this job
3. **Two letters of recommendation** (no more than two) from people who can comment on your ability to do the job.
4. **A Snow College application**, available from the Human Resource Office
5. **A completed class/commitment schedule** for the upcoming semester

President's Leadership Team Job Description

Main Responsibilities

Act as a host/hostess for all presidential functions, special campus events, and commencement activities.

Assist in the President's Office by greeting guests, answering the telephone, sorting mail, organizing and filing documents, and any other task asked of you.

Assist with the promotion and publicity of major campus events.

Help ensure continuous coverage of switchboard and receptionist desk.

Attain sufficient knowledge of the four basic workstations (President's office, President's house, Switchboard, and Team Room) and how they operate.

Make reservations for the Noyes Building; complete setup and take down of all Noyes Building functions.

Maintain a clean, organized, professional atmosphere in the Noyes Building.

Interact with public in person and via telephone; respond to guests' needs.

Establish and maintain a pleasant environment for all guest and employees of the institution; create an atmosphere where people feel comfortable and welcome as they are on campus.

Represent College administrators and Snow College in a positive manner.

Attend weekly team meetings and be actively involved.

Be reliable and on task at all times.

Keep a positive attitude and have fun.

Qualifications

Education:

Current Snow College student studying education, administration, hospitality, communications, event management, public relations, or related "people" fields of study; minimum 3.0 GPA.

Preferred Attributes, Knowledge, and Skills:

Consistently pleasant, hospitable, respectful, reliable

Excellent interpersonal skills are required. Must be diplomatic, mature, patient, accepting of others, self-motivated, organized, and a team player.

Ability to communicate, both orally and in writing, with students, parents, faculty, staff, and public. Willingness to cooperate with faculty and staff to deliver accurate, current information to various constituent groups.

Macintosh and/or PC computer skills required. Experience with various word processing, spreadsheet, and design software packages. Ability to create web pages is preferred.

Physical Demands:

Ability to lift twenty-five pounds

Work Environment:

Professional dress code (no sweats, t-shirts, hats, shorts, sports or worn out clothes)