

JOIN THE 2009-2010 EIS TEAM

Apply to work as an EIS Peer Mentor,
Fellow or Office Assistant

APPLICATION PROCESS & TIMELINE

March 13 Applications due by 5:00 p.m. A complete application consists of:

1. The completed EIS application form
2. EIS Six short questions.
3. Proof of your GPA
4. For Peer Mentors: one letter of reference.
5. Resume

If you are selected for an interview you will be contacted and asked to sign-up for an interview appointment.

March 19 Interviews begin

April 7 Notification: All applicants will be notified of their final status by this date.

**ETHNIC & INTERCULTURAL SERVICES
Student Employment Application**

Student ID # _____ IM Screen Name: _____
Name _____ Email _____
Mailing Address: _____
Mobile Phone: _____ DOB _____ Age _____
Ethnic Background *(for statistical purposes only)*: _____

Class Year _____ Expected Graduation Date _____
GPA: _____ Class Level Next Year: SO JR SR
Major _____ Minor _____

Work-Study Allocation \$ _____

- Desired Position:
- APSS Fellow
 - CLSS Fellow
 - EIS Peer Mentor
 - EIS Office Assistant
 - ICA Fellow
 - OBSS Fellow

Your Work Experience: Starting with most recent employer. (Resume)

Position _____ Employer _____
Dates _____ Last Wage _____
Duties _____

Supervisor's Name _____ Phone _____
May we contact your supervisor? Yes _____ No _____

Position _____ Employer _____
Dates _____ Last Wage _____
Duties _____

Supervisor's Name _____ Phone _____
May we contact your supervisor? Yes _____ No _____

Computer Skills: (list)

2008-2009 Activities: Other jobs or student activities.

Activity	Position	Hrs per week
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Anticipated 2009-2010 Activities: Other jobs or student activities.

Activity	Position	Hrs per week
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Ethnic & Intercultural Services Application – Six Short Questions

Please include the following with your completed application:

Please **answer ALL** of the following questions. **Your responses should be tailored to the office that you are applying for.** Each answer should be no more than 200 words. If more space is needed to answer questions please use the backside of the paper.

1. Why are you interested in working for _____?
2. What are your strengths as they relate to this job?
3. What special skills/perspective/knowledge would you bring to _____?
4. Describe your experiences working with group served by office (Asian & Pacific Islander American, African American, Chicano/Latino, students of color, or LGBT communities) on and off campus.
5. What do you think are the critical issues faced by LMU students of color (or a specific group)?
6. What types of programs/events would you like to create/work on in EIS or the office you applied for? Be specific regarding the what, how, when, etc.

PLEASE NOTE THAT SOME POSITIONS MAY REQUIRE SUPPLEMENTAL APPLICATION FORMS

BASIC JOB DESCRIPTIONS

The services providing by EIS are varied. These programs and activities are academic, cultural and social in nature and seek to engage the intercultural community in all aspects of their college life, as well as students at large. In order to develop and implement relevant and successful programs, EIS seeks highly motivated students to serve as their staff. The goal is to assemble a team of students with varied interests and skills, who as a team, can develop and implement excellent programs for students.

EIS Front Desk Assistant

- Perform clerical and computer duties with speed and accuracy
- Answer incoming phone lines and provide accurate information
- Schedule appointments as needed
- Assist with special events and activities
- EIS computer room

EIS Peer Mentor

- Develop, implement, and evaluate academic and social programs for all class levels, with a primary focus on first-year students. This includes securing venues, publicity (flyers and emails), coordinating with other mentors who are assigned to assist, evaluation, etc
- Maintain weekly contact with freshmen, primarily via emails
- Promote intercultural values by working collaboratively with all EIS units, as well as other LMU departments and supporting EIS programs
- Assist with campus visits by local high schools and community colleges (to answer questions etc)
- Assist with campus events such as the LMU Open House and Preview Day
- Maintain regular "office hours" to meet with freshmen to study, socialize, etc
- PMs must commit to working at least one week prior to the start of classes for staff training and to assist with the EIS Cultural Welcome (which takes place the weekend prior to the start of classes)

Fellows Program (*working for APSS, CLSS, OBSS, and ICA*)

- Assist in the development, coordination, organization, and implementation of academic, cultural, and social programs
- Promote intercultural values by working collaboratively with all EIS units and LMU departments
- Attend staff meetings trainings, and retreats as designated
- Fellows must commit to working at least one week prior to the start of classes to assist with the EIS Cultural Welcome (which takes place the weekend prior to the start of classes)
- Reporting with different offices
- Other duties as assigned

Minimum Qualifications

- Minimum 2.5 GPA (for Peer Mentors, a minimum 3.0 GPA is preferred)
- Work-Study eligibility
- Must have excellent communication, interpersonal and organizational skills
- Demonstrated interest in supporting LMU's intercultural community and an interest in educating LMU's broader community about the various cultural communities represented by EIS
- Demonstrated interest in social, cultural, and political issues and concerns impacting the EIS student communities on and off-campus.
- Applicants must be available for staff meetings.
- Applicants must also be available to work an average of 10 hours per week.