JOIN THE 2011–2012 EIS TEAM

Apply to work as an

• EIS Peer Mentor

• EIS Fellow; APSS, CLSS, OBSS & ICA

• EIS Office Coordinator

APPLICATION PROCESS & TIMELINE

March 16  Applications due by 5:00 p.m. A complete application consists of:

1. Completed EIS application form – including questions
2. Proof of your GPA
3. For Peer Mentors: One letter of reference (faculty)
4. Resume
5. Students must be available two weeks prior to the start of classes for training
6. Students must work the weekend before classes start

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

March 21  Interviews begin

April 8  Notification: All applicants will be notified of their final status by this date.
ETHNIC & INTERCULTURAL SERVICES
Student Employment Application

Student ID #________________________________ Email ____________________________
Name ____________________________ Email ____________________________
Mailing Address: ___________________________________________ DOB __________ Age ______
Mobile Phone: ___________________________ Ethic Background (for statistical purposes only): ____________________________

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

Work-Study Allocation $ __________________________ (no T-Work)
Desired Position:  □ APSS Fellow
                  □ CLSS Fellow
                  □ EIS Peer Mentor
                  □ EIS Office Coordinator
                  □ ICA Fellow
                  □ OBSS Fellow

Your Work Experience: Starting with most recent employer. (Note: Turn in your resume with application)
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 _____

Special Skills: (list – i.e. photography, graphic design, accounting, etc.)
____________________________________________________________

2009-2010 Activities: Other jobs or student activities.
Activity                               Position                              Hrs per week
________________________________________________________________________________________
________________________________________________________________________________________

Anticipated 2010-2011 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. Please type your answers.

1. Why are you interested in working for ______? 

2. What are your strengths as they relate to this job?

3. What perspective and knowledge would you bring to ______? 

4. Describe your experience working with groups served by our office (Asian & Pacific Islander American, African American, Chicano/Latino, or LGBT communities) on and off campus.

5. What do you think are the critical issues faced by LMU students of color (or by a specific group)?

6. What types of programs/events would you like to create/work on in EIS or other offices you have 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 provided 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
- Organization of EIS computer room
- Keep track of office and kitchen supplies

EIS Peer Mentor (PM)
- Assist in the development, coordination, organization, implementation, and evaluation of academic, cultural, and social programs
- Maintain weekly student contact (freshmen) and biweekly housing rounds
- Promote intercultural values by working collaboratively with all EIS units and other departments
- Assist with campus visits by local high schools and community colleges
- Assist with campus wide events such as Open House and Preview Day
- Maintain regular "office hours" to meet with freshmen to study, socialize, etc.
- PMs must commit to working at one or two weeks 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 training sessions and retreats as designated
- Fellows must commit to working at least one week prior to the start of classes to assist with the EIS Intercultural Welcome (which takes place the weekend prior to the start of classes)
- Collaboration 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 (no T-work available)
- 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 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