SE Campus Multicultural Center:
Promoting diversity, inclusion, and equity through student success and goal attainment

MC Student Leaders Positions for 2015/2016

Due Friday, April 24th, 2015

Dear Student:

The SE Campus’ Multicultural Center is seeking students to participate in the Student Leadership Program during the 2015-16 academic year.

The MC Student Leaders staff the Multicultural Center and lead events and programming with the goal of promoting diversity, inclusion, and education equity at the SE Campus.

Students selected will commit to:
- Work for the entire 2015-2016 academic year.
- Work 10 to 15 hours a week - including a 2-hour weekly staff meeting Fridays from 3pm to 5pm.
- Attend the SE MC Leadership Training starting during the summer. Details will be discussed at the time of interview.
- Attend overnight SE Leadership Programs Retreat in Ashland (August 26th through the 28th of 2015)

If you have questions or would like further information please contact Rut Martinez-Alicea, SE MC Coordinator at 971-722-6052.

Sincerely,

Rut Martinez-Alicea
SE Campus Multicultural Center Coordinator
Room: Tabor 150
rut.martinezalicea@pcc.edu
971-722-6052
Job Description

Title: MC Student Leader
Supervisor: MC Coordinator

Position Summary:
MC Student Leaders lead and coordinate events and programming that promotes diversity, inclusion, and equity at the SE Campus. They implement educational programs, organize events, outreaching campus community about the center’s services, creating a force on campus to dismantle racism, sexism, classism, heterosexism, and all forms of systems of oppression that create and maintain educational inequities.

Responsibilities:
- Staff the center during assigned shifts.
- Develop, plan and lead events to promote the mission of the center.
- Create promotional materials and displays (flyers, posters, etc.)
- Work collaboratively with other student leaders within and outside the SE Campus.
- Attend weekly Staff Meetings and quarterly Staff Development sessions
- Complete all required data collection and record keeping
- Promote the MC programs, services, events, and activities.
- Other duties as assigned

Qualifications
- Student at PCC SE Campus
- Enroll in at least 6 credits per term at PCC for the entire 15/16 academic year
- Maintain an overall GPA of 2.5 or better
- Must be in good academic standing for the term prior to selection and during the entire period of employment.
- Must have a demonstrated knowledge of racial and ethnic issues and an interest in developing knowledge of social justice.
- Must exhibit sensitivity toward traditionally underrepresented groups (such as students of color, women, LGBTQ students, and differently-abled students).
- Have a flexible enough schedule to support the activities of the program.

Benefits will include:
- $9.75 hourly wage
- Individualized mentoring and coaching for academic success and goal attaining
- A supportive working and learning environment
- An opportunity to continue developing leadership, program planning and organization skills
- Resume building experiences
- An opportunity to put social justice principles into action
# SE MC Employment Application

*(please print neatly)*

## I. Personal Information

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<th>Name:</th>
<th>Today’s Date:</th>
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Current address:

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## II. Education

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<th>Number of credits enrolled this term:</th>
<th>Number of PCC credits earned to date:</th>
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<th>Transfer Plan:</th>
<th>Anticipated college completion date:</th>
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List classes you have taken at PCC or elsewhere which you think would be helpful to you as an employee of the SE MC Leadership Program.

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<th>Class 3</th>
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## III. Employment

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<th>Job Title</th>
<th>Dates of Employment From</th>
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Duties

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Duties
# A Few miscellaneous questions

1. Have you held any other Student Leadership position at PCC?  
   (Circle one) Yes  No  
   If yes, what position did you hold and when.  
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<tr>
<th>Position</th>
<th>Academic Year</th>
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2. Do you belong to any campus clubs at PCC?  
   (Circle one) Yes  No  
   If yes, which club(s)?  
   | Name of Club | Name of Club |

3. Have you been awarded a Work Study grant for 14/15 year?  
   (Circle one) Yes  No  

4. Have you applied for a PCC Scholarship for 14/15?  
   (Circle one) Yes  No  

5. Have you ever won a scholarship?  
   | Name of scholarship | Name of scholarship |

6. Do you have an academic advisor or college counselor?  
   (Circle one) Yes  No  
   If yes, what is your advisor/counselor’s name?

# IV. References  
(List the names below and attach the two required completed reference forms to this application.)

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<th>Name of Reference</th>
<th>Institution / Organization</th>
<th>Title / Position</th>
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I acknowledge that the information I have provided in this application (including the accompanying responses to the seven supplemental questions) is valid. I have made the effort to accurately represent myself as a candidate for the SE MC Student Leader position at the PCC SE Campus. I understand that access to my academic records will continue throughout my employment as a Multicultural Center staff member and that I may be placed on job probation and/or am subject to dismissal if I fail to maintain the minimum 6 credits per term, good academic standing with the college, or fail to perform the duties of the position.

Signature ___________________________  Date__________________

Applicant
V. Employment Application – Supplemental Questions

Directions: On separate paper type or write legibly your answer to each question.

1. Why are you interested in a position with the SE Multicultural Center and how do you hope to contribute to its mission?

2. What strengths, skills, and experience would you bring to your work as a SE MC Student Leader? And how do you hope to benefit from this position?

3. The work of the SE MC Student Leader requires an understanding of and ability to clearly articulate the many different issues related to education equity and have empathy for the impact those issues have on individuals and communities. Please describe any experiences you have had which you feel have prepared you to work as a SE MC Student Leader.

4. The SE MC Student Leaders are part of a year-long leadership development program. What are, in your opinion, the characteristics of an effective leader?

5. What does education equity mean to you?

6. What does social justice mean to you?

7. In your own words define, the best you can, the following terms:
   a. racism and white privilege
   b. sexism and male privilege
   c. heterosexism
   d. classism

8. Describe two ways in which racism affects the lives of people of color.

9. Describe two ways in which racism affects the lives of white people.
SE MC Student Leader Candidate Recommendation Form

To the Applicant:
Complete this box and then give this form to one PCC instructor and/or one person in the community who knows about your academic abilities, achievements, involvement in your community, and knowledge of issues concerning historically marginalized college students.

Name of Applicant ___________________________ PCC ID #G_________

To the Person completing this form:
Your recommendation will be an important part of the selection process for the SE MC Student Leader position. A campus committee selects students applying for these positions on a competitive basis. Especially helpful would be information concerning the applicant’s academic capabilities, motivation and follow through, personal characteristics, experiences, achievements, involvement in their community and knowledge of issues facing historically marginalized college students today.

Recommendation made by: (Print Name) __________________________________________

Title or position ________________________________________________________________

Institution / Company ____________________________________________________________________

Address ____________________________________________________________________________

City/State/Zip __________________________________________________________________________

Telephone ____________________________ Date________________

Signature __________________________________________________________________________

Note: If you prefer, you may e-mail your recommendation. Simply include all requested info and either send as an attachment or in the body of the email message. Please send e-mail recommendations to: Rut Martínez-Alicea SE MC Coordinator rut.martinezalicea@pcc.edu

(Over)
In the following space please provide your candid assessment of the applicant’s qualifications for a position as a SE MC Student Leader and their potential for success as a college student. If you have a basis for evaluating, please briefly discuss the applicant’s potential contributions to PCC through life experiences, background and culture.
### SE MC Student Leader Candidate Recommendation Form

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Address ______________________________________________________

City/State/Zip ________________________________________________

Telephone ____________________________ Date_________________

Signature ___________________________________________________

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