

Ethnic and Intercultural Services Employment Application

Application Deadline: March 28, 2014 (ALL parts must be completed.)

Part One: Complete LIONJobs Application and Internal EIS Applicant Information

Part Two: Short Essay Questions

Part Three: Self-Reflection

Part Four: References (for new applicants only)

Part Five: Acknowledgment & Interview (interview for new applicants only)

Part Six: Interviews

Part One: Applicant Information

Ethnic and Intercultural Department is composed of 6 areas. Which office are you interested in applying for (please rank order):

Ethnic & Intercultural Services Department Front Desk (EIS)

Asian Pacific Student Services (APSS)

Black Student Services (BSS)

Chicano Latino Student Services (CLSS)

Jewish Student Life (JSL)

Intercultural Advancement (ICA)

For which position(s) are you applying? Please check all that apply.

EIS Event Programmer (EP)

Office Assistant Manager (OAM)

Web/Social Media Specialist (WSM)

Graphic Designer (GD)

Newsletter Writer/Editor (NWE)

Photographer

Please click on the position(s) below to read the complete job descriptions, including responsibilities, expectations, qualifications, and work schedules.

(See PDF files here)

I have read and agree to the job description(s) for the position(s) for which I am applying.

Please initial here.

Last Name

First Name

Student ID

E-mail Address
xxxx@lion.lmu.edu

Phone Number

Do you have any dietary restrictions? (If yes, please list)

Do you live on campus? *

Yes

No

Residence Address – (permanent and campus)

Permanent

Campus

Year in School



First-Year



Sophomore



Junior



Senior

Expected graduation date: * MM / DD / YYYY 

Major (s)

Minor (s)

Cumulative GPA (EIS student employees must have a 2.5. cumulative GPA.)

Major GPA (EIS student employees must have a 2.5. major GPA.)

Federal Work Study (FWS)

Yes

No

Not Sure

Note: FWS is strongly preferred.

Work study allocation amount: (no T-work) *

Do you have (or intend to have) another job next year?

Yes

No

Not Sure

If you have another campus job, only one position can be work study.

Do you plan to study abroad or take a travel course next year?

Yes

No

Not sure

Please list all of your co-curricular activities.

Clubs, volunteer work, sports, other student leadership positions, etc.

Are you a current EIS student staff member?

Yes

No

Part Two: Short Essay Questions

(typically four to eight sentences)

What skills/experiences do you hope to gain from this position? How might this position benefit your personal and/or professional goals?

How do you define inclusive excellence and social justice? Within this student leadership position, how would you help build an inclusive community at LMU?

FOR EIS PROGRAMMERS ONLY: Please explain a program idea you would like to organize for the LMU community. Include general program outline, possible campus partners for the program, and why you chose the program topic.

FOR IF LEADERS ONLY: Please describe your peer facilitation style for intergroup dialogues. What do you think are your greatest assets and your greatest areas for growth when it comes to peer facilitation?

FOR GRAPHIC DESIGNERS ONLY: Please design and upload a flyer advertising a past EIS campus program.

FOR NEWSLETTER WRITER/EDITOR ONLY: Please describe your ability to create and design a newsletter.

Upload

PDFs only please

Upload resume

In terms of your work with the EIS so far . . .

What are you most proud of?

What would you like to improve about yourself?

Describe your plan for improvement.

How will you mentor new student leaders?

Part Three: Self-Reflection

Please rate yourself on the following characteristics.

Interpersonal Communication: Effectively communicates ideas without alienating others

- Poor
- Below Average
- Average
- Above Average
- Excellent

Leadership Ability: Leads with an ability to inspire and direct others

- Poor
- Below Average
- Average
- Above Average
- Excellent

Cultural Competency: Demonstrates inclusive behaviors and attitudes, eager to learn about different cultural experiences, does not claim to be an “expert” about any one culture or identity

- Poor
- Below Average
- Average

- Above Average
- Excellent

Organizational Skills: Handles multiple tasks, manages time well, and meets deadlines

- Poor
- Below Average
- Average
- Above Average
- Excellent

Responsibility: Uses sound judgment, accepts responsibility, takes pride in work, and is dependable

- Poor
- Below Average
- Average
- Above Average
- Excellent

Comments? (Optional)

Part Four: References

You must have two references, preferably by LMU faculty, staff, and/or administrators. It is your responsibility to email this link to them so that they have enough time to complete and submit their recommendation online by the March 28, 2014 deadline:

Please follow up with your references to confirm that they have submitted their recommendations before inquiring with the EIS, and be sure to tell them for which position(s) you are applying.

Reference #1

Reference #2

Part Five: Acknowledgment & Interview

If Hired...

- I will participate fully in summer training, possibly starting as early as August 8 and leading up to the first day of class.
- Please initial here. Exact dates are tentative, but please save the dates now.
- I will participate fully in the Orientation and off-campus Intercultural Retreat that is scheduled for November 20th-21st, 2014.
- Please initial here. The retreat will start mid Friday and end early Sunday afternoon. Please calendar it now.
- T-shirt Size for work (tell us your size)
- Dietary Restrictions
- Food will be provided at almost all EIS staff training and campus events.

Emergency Contact Information

Name of Contact Person

Relationship to You (e.g. Mother, Father, etc.)

Person's Phone Number

(xxx) xxx-xxxx

Interviews

Please review the interview times below and click on one of the five names to sign up for your half-hour interview with this person:

Ext. Wed, 4/2: 10am-12pm Thurs, 4/3: 1-3pm Fri, 4/4: 10:30am-12pm & 1:30-3pm	Ext. Mon, 4/7: 3- 6pm Tues, 4/8: 10am-2pm Wed, 4/9: 10am-1pm	Ext. Tues, 4/1: 10am- 11am & 1-2pm Wed, 4/2: 10-11am & 1-2pm Thurs, 4/3: 10-11am & 1-2pm	Ext. Wed, 4/2: 10am- 12:30pm Fri, 4/4: 10am- 12:30pm Tues, 4/8: 10am- 12:30pm	Ext. Tues, 4/1: 10am-12pm Wed, 4/2: 10am-12pm Wed, 4/3: 10am-1pm
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If none of these times work for you, please call Dr. Grandone, Director of the EIS, to find another time.

If you sign up for an interview and need to reschedule later, please directly contact the person with whom you were supposed to interview as soon as possible.

Please note that your application is not considered complete until you sign up for an interview and your two reference forms have been submitted. Both of these things should be done no later than March 28.

To the best of my knowledge, the information I have provided in this application is accurate and true. I understand that intentional falsification on this application will jeopardize my future employment with the Ethnic and Intercultural Services.

Please initial here to indicate understanding.