



President's Leadership Team Application for Employment

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 and Information Center
- Noyes Building Scheduling Office
- Institutional Residence
- 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 an average of 10 hours per week
- Exhibit an interest in Snow College and the community
- Be interested in service-oriented work

Students must submit a complete application and attach all the required documentation. Finalists will be contacted to set up an interview; final decisions will be made no later than the first week of school. Applications should be sent to Marci Larsen (Office of the President, Snow College 150 E College Ave Ephraim UT 84627, or marci.larsen@snow.edu) by **June 1**. For further questions about the application process, please call (435) 283-7013 or email.

**Some academic credit may be available*

President's Leadership Team
Application for Employment

(Please type or print legibly)

_____ / _____
Name

High School Attended

Graduation Date

Physical Address
(_____) _____

Mailing Address

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:

Microsoft Office 2010? _____ PowerPoint? _____ Windows 10 Enterprise? _____

Outlook Exchange Web App? _____ Graphic Design? _____

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

Team coordination and training meetings are held at least weekly throughout the academic year. Your class schedule will have to be planned around that meeting time. For 2018-19, meetings will be held Tuesdays and Thursdays from 12:30 – 1:30. Are you willing/able to make that commitment? _____

PLTs host special events on evenings and some weekends, are you able to help with those events? _____ Are you willing to commit to working during Commencement (when you aren't a candidate for graduation)? _____

PLTs are sometimes required to drive a college vehicle. If you make the team you will need to become certified through the college to drive those vehicles. Have you had any traffic violations? If so, for what offense(s)?

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

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** from people who can comment on your ability to do the job
4. A **completed class/commitment schedule** for the upcoming semester

President's Leadership Team Job Description

Main Responsibilities

Act as 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.

Help ensure continuous coverage of the switchboard and information center (Noyes Building front desk).

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

Make reservations for the Noyes Building and complete setup and takedown for all Noyes Building functions.

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

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

Establish and maintain a pleasant environment for all guests 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

Qualifications

Education:

Current Snow College student, 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, staff, faculty, and public. Willingness to cooperate with faculty and staff to deliver accurate, current information to various constituent groups.

Macintosh and/or PC computers 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, hoodies, hats, shorts, sports or worn out clothes, tennis shoes, etc.)