Application Packet to serve as a LEAD 212 Class Leader for Fall 2016
Application can be found electronically at: www.k-state.edu/leadership
*Application must be submitted online

POSITION DESCRIPTION

Mission
The mission of the Staley School of Leadership Studies is to develop knowledgeable, ethical, caring inclusive leaders for a diverse and changing world.

LEAD 212: Introduction to Leadership Concepts Purpose & Philosophy
Our LEAD 212: Introduction to Leadership Concepts course serves multiple purposes for the benefit of our students, our School, K-State, and the local community.

• Leader development. Through service-learning and other engaged pedagogies, students have the opportunity to learn about, experience, and practice leadership.
• First-year experience course. Nearly one out of four first-year students enroll in LEAD 212. Students who are involved in a first-year experience course are more likely to persist and earn their degree. We put great pride in providing an experience that connects first-year students to Kansas State and the community through leadership education.
• Introduction to the academic minor and programs. Many students who complete LEAD 212 continue to pursue the leadership studies minor and/or participate in one of our many civic engagement programs. This course is our opportunity to invite students into more advanced leadership learning and development opportunities.

Class Leader Role Description
The minimum expectations/responsibilities of LEAD 212 Class Leader includes:

• Attend and actively participate in all training seminars, retreats, weekly class preps, and LEAD 212 class time
• Commit significant time outside of class to prepare, plan, grade, meet with students, and assist with service projects and out-of-class activities (approximately 10 hours per week)
• Facilitate weekly learning community sessions
• Communicate weekly with students via emails (or other means)
• Serve as role model and mentor for new students
• Encourage students to fully participate in the university environment
• Participate in a peer-teaching group to offer feedback and reflection
• Participate in the evaluation process of the course
• Additional responsibilities as assigned

This table represents a typical “week in the life of a Class Leader” during the fall semester. The day/time will vary depending on the section you teach and when you attend class prep.

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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</thead>
<tbody>
<tr>
<td>*complete final</td>
<td>1:30-3:30pm</td>
<td>*send weekly email</td>
<td>3:30-5:00pm</td>
<td>*some outside</td>
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<tr>
<td>preparations for class</td>
<td>Attend LEAD 212 class</td>
<td>to learning community</td>
<td>Attend LEAD 212 Class Prep</td>
<td>activity with your</td>
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<tr>
<td>(30min-1.5hrs)</td>
<td>(50 minutes large lecture/50</td>
<td>(15-30 minutes)</td>
<td>(1.5 hours)</td>
<td>students (could be</td>
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<tr>
<td></td>
<td>minutes learning</td>
<td></td>
<td></td>
<td>one on one meetings; taking</td>
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<tr>
<td></td>
<td>community)</td>
<td></td>
<td></td>
<td>your group to Call</td>
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<tr>
<td></td>
<td>(2 hours)</td>
<td></td>
<td></td>
<td>Hall, attend a</td>
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<td>Leadership Lecture Series,</td>
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<td></td>
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<td>etc.) (1 hour)</td>
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Qualifications
The minimum qualifications for LEAD 212 Class Leaders are:

- Good academic (minimum 2.75 cumulative GPA) and disciplinary standing at K-State.
- Will be in at least their third year of college by Fall 2016 (based on years in college, not credit hours).
- Understand and believe in the mission of the Staley School of Leadership Studies.
- Have previously taken a LEAD 212 or equivalent introduction to leadership course; and have taken/currently enrolled in LEAD 350 (will have completed LEAD 350 before Fall 2016).
- Exhibit responsibility, positive attitude, confidence, flexibility, team orientation, strong energy level, and excellent communication skills.
- Relate well with students and faculty.
- Able to give and receive constructive feedback.
- Demonstrate a desire to learn about leadership.
- Demonstrate willingness to develop self-awareness and teamwork, planning, and facilitation skills.
- Available for 4 training seminars in the spring (2 hours per session), serving with the Flint Hills Breadbasket (approximately 2 hours), individual summer prep work (approximately 8-10 hours), Fall Retreat (approximately 8 hours).
- Able to commit 8-10 hours per week Fall 2016 for class time, class prep, grading, and individual meetings, etc.

Benefits & Wages
The benefits of serving as a LEAD 212 Class Leader include:

- The opportunity to gain significant leadership experience and professional development.
- The opportunity to serve as a role model while assisting in the leadership development of first-year students.
- The opportunity to work closely with Staley School faculty and staff.
- A $650 stipend per section (paid via bi-weekly wages). Multiple sections are available on a limited basis.

LEAD 312: PEER LEADER PRATICUM
LEAD 212 Class leaders who desire to earn credit for their experience may enroll in the LEAD 312: Peer Leader Practicum class (3 credits). This course will count towards the leadership studies minor. This course prepares students with the personal, relational, planning, and facilitation skills needed to effectively lead a team or organization of peers. Utilizing the high-impact practices of experiential learning, LEAD 212 Class Leaders will experience and experiment with the application of concepts through weekly learning community facilitation. Weekly class prep seminars and peer teaching teams provide the opportunity for reflection and the development of new understandings of self, others, and leading in community.

Please note, if hired, attendance is mandatory at all training sessions, regardless of enrollment status in LEAD 312.
SELECTION TIMELINE:

Friday, February 12
Applications are due by 5 p.m submitted via a Qualtrics survey. Once you submit your application you will be asked to sign up to attend one of the times listed below for interviews.

Sunday, February 21 from 12:30-3:00pm
or
Monday February 22 from 6:00-8:30pm
Class Leader Interviews, Town Hall, Leadership Studies Building
All applicants must attend ONE of these sessions and be able to stay for the entire time. During these interviews you will be involved in several activities that will help us get to know your strengths and personality.

Friday, February 26
Notice of selection/class leader position offers made.

Friday, March 4
Confirmation of position must be made through signing and submitting a Class Leader agreement.

TRAINING TIMELINE:

**In order to serve as a Class Leader you must be able to attend ALL of the training sessions listed below. Please check your calendar now to confirm you can attend these trainings.**

Peer Leader Spring Workshops (Town Hall, Leadership Studies Building)
Wednesday, March 30 3:00-5:00pm
Friday, April 8 3:30-5:30pm
Friday, April 22 3:30-5:30pm
Wednesday, April 27 3:00-5:00pm

Getting to know the Flint Hills Breadbasket and service-learning
**This spring you will attend one of several volunteer opportunities to engage with the Flint Hills Breadbasket. Dates TBA.

Fall Retreat
Monday, August 8, 9 am – 5 pm
Town Hall, Leadership Studies Building

Fall Class Prep Seminars (1.5 hours/week)
- In the fall semester you will need to plan to attend the LEAD 212 section you teach AND a weekly class prep session. Class Leaders can choose to attend the class prep session on Wednesday from 3:30-5:00pm or Thursday from 3:30-5:00pm.
FALL 2016 CLASS LEADER APPLICATION

(please note that you should complete this application ONLINE – this is just to help you know what we are asking for in the application)

General Information:

Name: _____________________________________________________ Student ID (WID): __________________________
(last) (first)

E-mail/eID: ____________________________________________ Cell or Primary Phone: __________________________

Campus Address:
________________________________________________________________________________________

Home Address:
________________________________________________________________________________________

Birthday (month/day/year) _____________________________

In Fall 2016, what year will you be entering at K-State? ____Third ____Fourth ____ Fifth

Major(s): ____________________________________________ Minor(s): ______________________________

K-State GPA: __________________ Anticipated graduation date from K-State (month/year): ________________

Please list your StrengthsQuest “Top 5”:
________________________________________________________________________________________

I am a RETURNING class leader ____YES _____ NO

I plan to enroll in LEAD 312 (Peer Leader Practicum) for course credit ____YES _____ NO

I have previously completed LEAD 212 (or equivalent course) ____YES _____ NO

I will have completed or am currently enrolled in LEAD 350 ____YES _____ NO

Below, please list all classes you have taken, or programs you have worked with, in the Staley School of Leadership Studies. Indicate the semester you were involved with the class or program and what faculty member you worked with.

Ex: LEAD 212 in Fall 2012 with Mike Finnegan; Alternative Breaks with Trish Gott

Resume:

Please attach a resume that includes the information listed below.

- Previous and current education including high school, prior college education, current major, anticipated graduation date and grade point average(s)
- Activities, service experience, leadership experience
- Present and former places of employment
- Honors, awards, and recognition
Short Essays:
Please respond to the following two questions on a separate sheet of paper. Limit your responses for all questions to no more than one page total, single-spaced.

(NEW APPLICANTS ONLY)
1. What was the most significant leadership challenge you have faced since coming to college? What did you learn from that experience and how could you relate that to your students to assist their learning?

2. Why are you interested in being a Class Leader, and what qualities or strengths do you have which will contribute to your ability to facilitate a meaningful learning community?

(RETURNING APPLICANTS ONLY)
1. Why do you want serve as a Class Leader again? In what aspects do you think you will thrive most as a returning Class Leader and in what aspects do you most want to improve?

2. How will you plan to contribute to learning community of Class Leaders and aid in the development of new Class Leaders?

References (New Applicants Only)
Please identify two campus references.

Name: _______________________________ Title: __________________________ Phone: ______________________
Relationship to you: ____________________________________ E-mail: _______________________________

Name: _______________________________ Title: __________________________ Phone: ______________________
Relationship to you: ____________________________________ E-mail: _______________________________

Verification of Information
I affirm that the information which I have provided on this application form and all other application materials for the positions is complete, accurate, and true to the best of my knowledge. I hereby give approval for the Staley School of Leadership Studies personnel to check my academic and disciplinary records and understand that this information will be used only for the Class Leader selection process and employment decisions.

Signature: ________________________________________________ Date: _____________________________

This application packet must be submitted online (via Qualtrics survey) by 5:00 p.m. on Friday, February 12, 2016.

To be considered for a position, all applicants must attend the first round selection day on either Sunday, February 21 or Monday, February 22.

For additional information, please contact:
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785-532-6085