

***Application Packet to serve as a LEAD 212 Class Leader for fall 2023/spring 2024***

Application can be found electronically at: [https://kstate.qualtrics.com/ife/form/SV\\_cx3r8kZVHWhufR4](https://kstate.qualtrics.com/ife/form/SV_cx3r8kZVHWhufR4)

*\*Application must be submitted online*

**POSITION DESCRIPTION**

**Mission**

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

**LEAD 212: Introduction to Leadership Concepts**

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.

- *Leadership development.* Through service-learning and other engaged pedagogies, students have the opportunity to learn about, experience, and practice leadership.
- *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.
- *First-year experience.* Nearly one out of four first-year students enroll in LEAD 212. We put great pride in providing an experience that connects first-year students to Kansas State and the community through leadership education. The intentional decision to divide students into learning communities (12-15 students) is a catalyst for students to feel connected with their peers. These learning communities contribute to student persistence as students work toward degree completion. \*\*please note not all students who enroll in LEAD 212 are first-year students

**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 times
- Commit time outside of class to prepare, plan, grade, meet with students, and assist with service-learning and out-of-class activities.
- Attend classes and facilitate weekly learning community sessions both in person (and via zoom as necessary).
- 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 reflection opportunities around teaching/facilitation.
- Additional responsibilities as assigned.

**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 2023 (based on years in college, not credit hours).
- Understand and believe in the mission of the Staley School of Leadership.
- 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 2023).
- 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 training seminars in the spring (2 hours per session, 4 sessions total), individual summer prep work, fall retreat, and weekly class prep sessions throughout fall semester.
- Able to work 6-7 hours per week during the fall 2023 or spring 2024 semester 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.
- Class Leaders will work approximately 6-9 hours per week at \$12 per hour.

### Training

Prior to the start of the fall semester, training will be provided through spring workshops, a Canvas module in the summer, and a fall retreat. See the following page for the training dates/times.

Throughout the fall or spring semester when you teach, LEAD 212 instructors will provide class prep sessions each week to prepare class leaders with the personal, relational, organizational, and facilitator skills needed to effectively lead your learning community. These class prep sessions are to be taken as a course - LEAD 312: Peer Leader Practicum – and can be enrolled in for 0-3 credit hours. Utilizing the high-impact practice of experiential learning, LEAD 212 Class Leaders experience and experiment with the application of concepts through weekly learning. Class prep sessions provide the opportunity for reflection and the development of new understanding of self, others, and leading in community.

***Please note: If hired, attendance is mandatory at all training sessions and class prep sessions***

### Example Weekly Schedule – fall 2023

The table below represents a typical “week in the life of a Class Leader” during the fall semester. LEAD 212 is a 3-credit hour course, meeting for 50 minutes 3x per week. Two hours will be time spent as a large group in Town Hall, one hour will be spent as a recitation, led by the Class Leader. The time will vary depending on the section you teach and when you attend class prep. This sample schedule is for a MWF class.

Monday	Tuesday	Wednesday	Thursday	Friday
Attend LEAD 212 in Town Hall <b>(50 minutes)</b>	*send weekly email to learning community <b>(15-20 minutes)</b>  <b>3:30-5:00pm</b> <b>Attend LEAD 312 Class Prep</b> <b>(90 minutes)</b>	Attend LEAD 212 in Town Hall <b>(50 minutes)</b>  *grade SDL activity for each student in learning community <b>(30 min-1 hour)</b>	* <b>complete final preparations for class</b> (30min-1hrs)	Class Leader: Teach LEAD 212 Learning Community <b>(50 minutes – recitation)</b>  *outside activity with your students (could be one on one meetings; community building, etc.) <b>(1 hour)</b>

**SELECTION TIMELINE:**

**Friday, February 17 at noon**

Applications are due no later than noon, 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.

**Friday, February 17 or Monday, February 20**

After completing the application, all applicants will need to attend ONE of the group interviews.

- Friday, February 17 from 3:30-4:45pm
- Monday, February 20 from 4:00-5:15pm
- Monday, February 20 from 5:30-6:45pm

**Friday, March 3**

You will be notified via email about the Class Leader position.

**Friday, March 10**

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. If you have a conflict with the training, please email [tamara@ksu.edu](mailto:tamara@ksu.edu) before attending the interviews.***

***\*\*If you are studying abroad this spring semester and are interested in applying, please reach out to [tamara@ksu.edu](mailto:tamara@ksu.edu) to discuss interview/training options.***

**Class Leader Spring Workshops Town Hall, Leadership Studies Building**

***\*If you have a class conflict, please contact [tamara@ksu.edu](mailto:tamara@ksu.edu) to discuss options***

- Friday, March 24 from 2:30-4:30pm
- Tuesday, March 28 from 4:00-6:00pm
- Tuesday, April 11 from 4:00-6:00pm
- Tuesday, April 18 from 4:00-6:00pm

**Class Leader Fall Retreat Town Hall, Leadership Studies Building**

Thursday, August 10, 9:00am – 5:00pm

**FALL REQUIREMENTS (*\*if you plan to teach in the spring more details will be available next semester*):**

- In the fall semester you attend the LEAD 212 section you teach (up to 3 hours total) AND a weekly class prep session (1.5 hours total).
- LEAD 212 classes meet as a large lecture in Town Hall on **Monday and Wednesday from 9:30am-10:20am, 10:30am-11:20am, and 11:30am-12:20pm, and Tuesday and Thursday from 11:30am-12:45pm. Students will also sign up for a 50-minute recitation which generally corresponds with their large lecture time.** Class Leaders will share preferences on which section to teach, and then be assigned to one of the sections after being hired.
- Class Leaders will also enroll in LEAD 312 for a weekly class prep session. Depending on which LEAD 212 class you teach, it will correlate to a class prep session (generally offered on **Monday or Tuesday from 3:30 -5:00pm**)

## 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 2023, 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": \_\_\_\_\_

Which semester would you like to teach? (\*please note we need significantly more Class Leaders in the fall semester)  
\_\_\_\_ Fall 2023 \_\_\_\_ Spring 2024 \_\_\_\_ I can do either semester

I am a RETURNING class leader \_\_\_\_ YES \_\_\_\_ NO

I have previously completed LEAD 212 (or equivalent course) \_\_\_\_ YES \_\_\_\_ NO

I will have completed or will have completed (currently enrolled in) LEAD 350 before fall 2023 \_\_\_\_ 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 2021 with Mike Finnegan; International Service Teams with Kait Long  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 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 Responses:**

1. Explain how LEAD 212: Introduction to Leadership Concepts was instrumental in your leadership education and development.
2. Describe your overall approach to building community. Make sure to identify key strategies that help students establish a learning community and provide students with the necessary support they need to thrive at K-State.

**References**

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 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.

In addition, I agree to disclose any violations I might have that are in violation of the University Student Handbook or Honor Code. (please do so in electronic application)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**This application packet must be submitted online (via Qualtrics survey) by noon on Friday, February 17.**

**For additional information, please contact:**

Tamara Bauer, Staley School of Leadership

[tamara@ksu.edu](mailto:tamara@ksu.edu)