

# LEAD 360 Mentor/Facilitator Common Application Fall 2016

The application deadline is Friday, July 29 at 11:59pm EST.

Thank you for taking the time to apply for a LEAD360 Mentor, Adviser, Facilitator, Leadership Associate, or Leadership Consultant position. This application is for undergraduate students who want to facilitate one of our 8-week LEAD360 seminars, provide administrative program support, or become a Leadership Consultant. If you would like to register to participate in one of our seminars, please check our website for a registration link. If you are a staff or faculty member, please see our staff/faculty application here.

Please fill out the information below and be sure to indicate the position(s) in which you are most interested. In order to be a BLUEPRINT mentor, BLUEPRINT 2 adviser, Women's Leadership facilitator, or Voices for Social Change facilitator, you must be available during at least one of the following times:

BLUEPRINT: Mondays 3:30-4:45 PM, Mondays 6-7:15 PM, Tuesdays 3:30-4:45 PM, Tuesdays 6-7:15 PM, or Wednesdays 12-1:15 PM.

BLUEPRINT 2: Tuesdays or Thursdays from 5:30 to 6:45 PM

Women's Leadership: Tuesdays 6-7:30 PM or Wednesdays 12-1:30 PM

Voices for Social Change: Tuesdays 6-7:30 PM or Wednesdays 6-7:30 PM

## Additional Requirements

A training will be held for ALL programs on Saturday, September 10, 2016. Please hold 9 AM to 6 PM for this training. There will be an additional, curriculum-specific training for each program (BLUEPRINT, BLUEPRINT 2, Women's Leadership, and Voices for Social Change) scheduled at a later date based on each of the selected facilitators' availability.

All BLUEPRINT Mentors will be required to attend the BLUEPRINT Retreat on Saturday, September 24. Please hold 9 AM to 3 PM.

All BLUEPRINT 2 Advisers will be required to attend the BLUEPRINT 2 Retreat on Sunday, September 18, AND the Leadership Institute on Saturday, October 15. Please hold 10 AM to 4 PM both days.

All Women's Leadership facilitators must attend the Women's Leadership Dinner on March 28, 2017 from 5:30-7:30 PM (if you are in Boston).

All Voices for Social Change Facilitators will be required to attend the Voices for Social Change Foundation Workshop on Saturday, September 17. Please hold 8 AM to 12:30 PM.

The Leadership Associate must attend the Center for Student Involvement's student employment training on September 17, 2016. Please hold 8:30 AM to 1 PM.

All Leadership Consultants will be required to attend the Leadership Consultant Retreat, scheduled one day during the week of September 12 from 6 to 9 PM. The retreat will be scheduled based on the consultants' availability. Leadership Consultants also need to attend the BLUEPRINT Retreat on Saturday, September 24. Please hold 9 AM to 3 PM.

## TIMELINE

The application deadline is Friday, July 29 at 11:59pm EST. We will extend interviews to those who qualify the week of August 1, and interviews will be August 8-12. Virtual interviews will be arranged for applicants outside the Boston area.

## PROGRAM/POSITION DESCRIPTIONS

**BLUEPRINT:** BLUEPRINT is designed for first-year students who are interested in developing their leadership skills. As a mentor, you will co-facilitate 8 interactive weekly workshops on topics such as effective communication, integrity, building strong interpersonal relationships, and critical thinking skills. BLUEPRINT mentors should expect to dedicate 2-2.5 hours per week to their seminar.

**BLUEPRINT 2:** Help BLUEPRINT graduates put their new leadership skills to the test! This innovative seminar gives students the opportunity to plan and execute an original event or program on or off campus. Each BLUEPRINT 2 adviser will help organize and facilitate a day-long retreat and mid-semester Leadership Institute. Advisers also spearhead weekly committee meetings where students are challenged to demonstrate their initiative, social consciousness, and global awareness by promoting positive change in the community. Through BLUEPRINT 2, advisers will help develop creative opportunities to engage Northeastern students, encourage participants to think critically about leadership and community engagement, and assist students to integrate their newly developed leadership skills from BLUEPRINT 1 into other aspects of their lives. BLUEPRINT 2 advisers should expect to dedicate 3 hours per week to the program.

**VOICES FOR SOCIAL CHANGE:** Voices for Social Change is a series of open conversations with 8-12 Northeastern students focused on deepening their understanding of our vibrant, diverse and global society. As a facilitator, you will work with a staff co-facilitator to support students in learning about diversity, privilege, and social justice in society, the media, and within our communities. This program consists of 8 weekly sessions. Facilitators should expect to dedicate 2.5-3 hours per week to their seminar.

**WOMEN'S LEADERSHIP:** Women's Leadership is designed to help undergraduate woman-identified students further their leadership skills, provide a forum for discussion on gender-based issues, and to examine characteristics of women in leadership. You will work with a staff co-facilitator to empower and support other women in learning about leadership in relation to gender. This program consists of 8 weekly sessions. Facilitators should

expect to dedicate 2-3 hours per week to their seminar.

**LEADERSHIP CONSULTANTS:** The Leadership Consultants are an on-campus leadership resource for Northeastern students and organizations. Leadership Consultants offer free leadership workshops on topics ranging from conflict resolution, communications, time management, and how to run effective and efficient meetings. As a Leadership Consultant, you will create and facilitate workshops for different groups to promote leadership development. Other fun projects include making educational videos, serving as a "street team" to promote leadership events, and participating in leadership programs. Leadership Consultants should expect to dedicate 3-5 hours per week to their position.

**LEADERSHIP ASSOCIATE:** The Leadership Associate is an important member of the Center for Student Involvement student employee team. The person in this position will provide administrative support, which may include preparing materials for LEAD360 workshops and programs, assisting with curriculum development, inputting and analyzing assessment data, engaging LEAD360's Facebook community, and researching materials for new activities and programs. The Leadership Associate should be familiar with LEAD360's signature seminars. The position can be paid or unpaid depending on the Leadership Associate's eligibility for federal work study assistance.

To learn more about the leadership programs being offered in fall 2016, please go to the Center for Student Involvement Leadership webpage.

Please direct all questions to Evan Chartier at [e.chartier@neu.edu](mailto:e.chartier@neu.edu)

Please note: If you are currently on deferred suspension or disciplinary probation you are ineligible to apply for a LEAD360 leadership position.

## Page 1

First Name [Required]

Last Name [Required]

Mailing Address [Required]

NU ID Number [Required]

Valid input:

- Numeric - ex: 1111

I am a(n): [Required]

Valid input:

- Select only one choice.

Undergraduate Student

Graduate Student

Staff/Faculty Member

Major

## Page 2

Thank you for your interest in a leadership position with LEAD360. This form is only for undergraduate student applicants. If you are a staff or faculty member, please fill out the new staff/faculty application at <https://orgsync.com/22998/forms/194955>. We currently offer graduate students a leadership development opportunity through the Graduate Leadership Institute. Please see our website for more information!

## General Information

Preferred Email Address [Required]

Valid input:

- name@myschool.edu

Preferred Phone Number [Required]

Valid input:

- must be 10-15 digits long and may include only numbers, hyphens, and spaces.

If you will live on campus during fall 2016, what is your building assignment and room number? (If you live off campus, please mark N/A) [Required]

What pronouns do you use? Please check all that apply. [Required]

Please select the pronouns that best reflect how you would like to be referred to on your completion certificate. If none of the choices below suffice, we are happy to make additional accommodations.

Valid input:

- Select only one choice.

- Him, his, he
- Her, hers, she
- Hir, ze
- They, theirs, them
- Other

When is your birthday? (Please provide day and month)

Please select your experience with Safe Zone workshops. [Required]

- I am not familiar with Safe Zone programs
- I have never completed a Safe Zone workshop
- I completed Safe Zone at another institution
- I completed Safe Zone at Northeastern
- I have or currently facilitate(d) Safe Zone programs

T-Shirt Size [Required]

Valid input:

- Select only one choice.

- Extra Small
- Small
- Medium
- Large
- Extra Large
- XXL

Will you be on campus for the interview process? If no, we can arrange a Skype interview. [Required]

Valid input:

- Select only one choice.

- Yes
- No

Do you have Skype?\* [Required]

Valid input:

- Select only one choice.

- Yes
- No

If yes, what is your Skype name?

LEAD360 positions are competitive. Please answer the following questions to help us evaluate your interests and leadership knowledge. This is your opportunity to shine! All questions should be answered in 200 words or less.

Semester and Year Entered Northeastern [Required]

Will you be on Co-op during fall 2016? [Required]

Valid input:

- Select only one choice.

- Yes
- No

If yes, please describe anticipated time(s) you can be on campus as well as other pertinent information about your co-op and availability to participate.

Why are you interested in a leadership role with LEAD 360?

What leadership experience(s) have you had during your time at Northeastern? Have you facilitated/presented a leadership workshop, discussion, or had any mentoring experiences in the past? If so, please describe.

How do leadership programs benefit Northeastern students?

What does diversity mean to you, and how have your identities impacted your experiences as a leader?

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We will now ask you which LEAD360 roles(s) you are interested in. Feel free to apply for all positions that interest you, however you will only be hired for one position. Please note that we may offer you a position you did not apply for based on your skill set and experience.

Are you interested in becoming a BLUEPRINT mentor? [Required]

Valid input:

- Select only one choice.

Yes

No

Are you interested in becoming a BLUEPRINT 2 adviser? [Required]

Valid input:

- Select only one choice.

Yes

No

Are you interested in becoming a Voices for Social Change facilitator? [Required]

Valid input:

- Select only one choice.

Yes

No

Are you interested in becoming a Women's Leadership facilitator? [Required]

Valid input:

- Select only one choice.

Yes

No

Are you interested in becoming a Leadership Consultant? [Required]

Valid input:

- Select only one choice.

Yes

No

Are you interested in becoming a Leadership Associate? [Required]

Valid input:

- Select only one choice.

- Yes  
 No

Have you been a BLUEPRINT mentor, BLUEPRINT 2 adviser, Voices for Social Change facilitator, Women's Leadership Facilitator, Leadership Associate, or Leadership Consultant prior to this semester? [Required]

Valid input:

- Select only one choice.

- Yes  
 No

## BLUEPRINT Mentors

BLUEPRINT is designed for first-year students who are interested in developing their leadership capacity. Mentors will assist students in developing a framework for their leadership paths in conjunction with a staff or faculty mentor. Through BLUEPRINT, participants will be able to:

develop relationships with students beyond the classroom and residence halls  
engage in the Northeastern and global communities through interactions with peers, faculty and staff  
identify Northeastern's leadership competencies  
demonstrate ethical decision-making and conflict management  
evaluate personal leadership styles through assessment and reflection  
explain cultural similarities and differences within their BLUEPRINT cohort

Please select all of your available time slots to facilitate fall 2016 BLUEPRINT programs. [Required]

- Mondays 3:30-4:45 PM  
 Mondays 6-7:15 PM  
 Tuesdays 3:30-4:45 PM  
 Tuesdays 6-7:15 PM  
 Wednesdays 12-1:15 PM  
 I am not available to facilitate BLUEPRINT during spring 2016.

### Requirements for BLUEPRINT Mentors

- Attend the training session on Saturday September 10, 2016. Please hold 10 AM to 6 PM.
- Plan for and attend eight (8) sessions (sessions start the week of September 19)
- Attend the retreat for all mentees on Saturday, September 24 (meals provided)
- Participate in two mentor check-ins to be determined throughout the semester
- Meet with half of your mentees for a minimum of one hour each outside of the sessions
- Must be a second year student or above
- All dates are subject to change

PLEASE INITIAL BELOW THAT YOU HAVE READ AND UNDERSTAND THE REQUIREMENTS.

## Page 6

Help BLUEPRINT graduates put their new leadership skills to the test! This innovative seminar gives students the opportunity to plan and execute an original event or program on or off campus. Each BLUEPRINT 2 adviser will help organize and facilitate a day-long retreat and mid-semester Leadership Institute. Advisers will also spearhead weekly committee meetings where students are asked to create, plan, and execute an event or program that highlights leadership and promotes positive social change in the community. Through BLUEPRINT 2, advisers will help develop creative opportunities to engage Northeastern students, encourage participants to think critically about leadership and community engagement, and assist students to integrate their newly developed leadership skills from BLUEPRINT 1 into other aspects of their lives.

BLUEPRINT 2 committee meetings are one hour long, and will be scheduled between 5:30 and 6:45 PM on Tuesdays or Thursdays. Please select all of your availability to advise meetings during fall 2016. [Required]

- Tuesdays 5:30-6:30 PM  
 Tuesdays 6-7 PM  
 Thursdays 5:30-6:30 PM  
 Thursdays 6-7 PM  
 I am not available to advise a BLUEPRINT 2 committee during spring 2016.

### Requirements for BLUEPRINT 2 Advisers [Required]

- Attend one training session (Saturday, September 10, 2016 - Please hold 10 AM to 6 PM)
- Attend and co-facilitate the BLUEPRINT 2 Retreat on Sunday, September 18, from 10AM-4PM
- Attend and co-facilitate the BLUEPRINT 2 Leadership Institute on Saturday, October 15, from 10AM-4PM
- Advise weekly committee meetings with a small group of 8-12 students (meetings start the week of September 19)
- Participate in check-ins or one-on-one discussions with the coordinator of the program
- All dates subject to change
- Must be a second year student or above

PLEASE INITIAL BELOW THAT YOU HAVE READ AND UNDERSTAND THE REQUIREMENTS.

## Voices for Social Change Facilitator

Voices for Social Change is an 8-week program comprised of activities that enhance students' ability to be positive, inclusive leaders. Each dialogue group has one student and one staff member who are trained facilitators. The dialogues are honest conversations in a safe environment. Through these conversations, students will explore similarities and differences among people which will lead to insights that will serve Northeastern students throughout their lives as they impact our society. Topics include: diverse social identities, microaggressions, discrimination in our communities, bias in the media, and privilege. Facilitators should expect to dedicate 2.5-3 hours per week to their seminar.

Please select all of your available time slots to facilitate fall 2016 Voices for Social Change programs. [Required]

- Tuesdays 6-7:30 PM
- Wednesdays 6-7:30 PM
- I am not available to facilitate Voices for Social Change during fall 2016.

What is your familiarity with topics covered in this program (social identities, microaggressions, discrimination, media bias, and privilege)?

What personal experiences will support you in being able to facilitate conversations around these issues?

Please explain your understanding of the role of a Voices for Social Change facilitator.

What are the benefits of participating in the Voices for Social Change program?

#### Requirements for Voices for Social Change Facilitators

- Attend one training session (Saturday, September 10, 2016 - Please hold 10 AM to 6 PM)
- Co-facilitate eight (8) Voices for Social Change sessions with a small group of 8-12 people (sessions start the week of September 19)
- Attend the Voices for Social Change Foundation Workshop on Saturday, September 17, from 9:00am-12:30pm
- Participate in facilitator check-ins or one-on-one discussion with the coordinator or the program
- All dates subject to change
- Must be a second year student or above

PLEASE INITIAL BELOW THAT YOU HAVE READ AND UNDERSTAND THE REQUIREMENTS.

## Women's Leadership

Women's Leadership has been developed just for upperclass woman-identified students. The program was designed to help undergraduate women further their leadership skills, provide a forum for discussion on gender-based issues, and to examine characteristics of women in leadership. Each section of the Women's Leadership program will have about 8-12 Northeastern woman-identified upperclass students and two facilitators. There are eight sessions which are an hour and a half each. Topics Include: Gender Identity, Effortless Perfectionism, Leadership Strengths, Beauty, Women's Issues around the Globe, History of Women's Rights, Sexual Assault, Role Models, and Empowerment. Facilitators should expect to dedicate 2-3 hours per week to their seminar.

Please select all of your available time slots to facilitate fall 2016 Women's Leadership programs. [Required]

- Tuesdays 6-7:30 PM
- Wednesdays 12-1:30 PM
- I am not available to facilitate Women's Leadership during spring 2016.

Why do you think it is important to have a leadership program specifically for women?

#### Requirements for Women's Leadership Facilitators

- Attend one training session (Saturday, September 10, 2016 - Please hold 10 AM to 6 PM)
- Co-facilitate eight (8) women's leadership sessions with a small group of 8-12 people (sessions start the week of September 19)
- Participate in check-ins to be determined throughout the semester
- Attend the Women's Leadership Dinner on March 28, 2017 from 5:30-7:30 PM (if you are in Boston)
- All dates are subject to change
- Must be a second year student or above

PLEASE INITIAL BELOW THAT YOU HAVE READ AND UNDERSTAND THE REQUIREMENTS.

## Leadership Consultants

The Leadership Consultants are an on-campus leadership resource for Northeastern students and organizations. Leadership Consultants create and facilitate free leadership workshops on topics ranging from conflict resolution, communication, time management, and how to run effective and efficient meetings. Audiences can be as formal as a residence hall or as informal as a group of friends. Student groups, groups of friends, dance groups and Greek life can all benefit and take advantage of this free resource. Leadership Consultants should expect to dedicate 3-5 hours per week to their position.

Please describe your personal leadership philosophy.

If offered the opportunity to continue as a Leadership Consultant, would you be available during spring 2017? [Required]

Valid input:

- Select only one choice.

- I will definitely be available
- I will most likely be available
- There is a 50-50 chance I will be available
- I will most likely not be available
- I am definitely not available

#### Requirements of Leadership Consultants

- Available to attend weekly Monday night meetings from 8-9 PM
- Attend a Leadership Consultant Retreat, to be scheduled during the week of September 12, from 6 to 9 PM
- Attend one training session (Saturday, September 10, 2016 - Please hold 10 AM to 6 PM)
- Attend and facilitate the BLUEPRINT Retreat on Saturday September 24.
- Available for planning meetings with a staff member and/or fellow Leadership Consultant to work on presentations
- Must be able to serve one office hour per week in the Programming Lab (240 CSC)
- All dates are subject to change

PLEASE INITIAL BELOW THAT YOU HAVE READ AND UNDERSTAND THE REQUIREMENTS.

## Leadership Associate

The Leadership Associate is an important member of the Center for Student Involvement student employee team. The person in this position will provide administrative support which may include preparing materials for all LEAD360 workshops and programs, assisting with curriculum development, inputting and analyzing assessment data, engaging LEAD360's Facebook community, and researching materials for new activities and programs. The Leadership Associate should be familiar with LEAD360's signature seminars. The position can be paid or unpaid depending on the Leadership Associate's eligibility for federal work study assistance.

Why are you interested in serving as the Leadership Associate? [Required]

If you could change one thing about the LEAD360 community and/or programs, what would it be and why? [Required]

The Leadership Associate position is paid only through the federal work study program. However, work study eligibility will not impact consideration for this position. Do you qualify for federal work study? [Required]

Valid input:

- Select only one choice.

I am eligible for work study

I am not eligible for work study, and will volunteer my time

#### Requirements for Leadership Associate

- Attend the Center for Student Involvement's Student Employee Training on September 17, 2016. Please hold 8:30 AM to 1 PM for this training.

- Commit to at least 4 office hours per week in CSI.

-All dates are subject to change

PLEASE INITIAL BELOW THAT YOU HAVE READ AND UNDERSTAND THE REQUIREMENTS.

## Questions for Returning Mentors, Facilitators, and Leadership Consultants

Why are you interested in continuing your involvement with LEAD360 as a mentor, adviser, facilitator, associate, or Leadership Consultant?

What did you learn through your role as a mentor, adviser, facilitator, associate, and/or Leadership Consultant, and how has your experience influenced your own leadership?

Based on what you learned about privilege during your LEAD360 experience, how will you work to create a safe(r) or brave space for your group?

How do you think you will grow by returning as a mentor, adviser, facilitator, associate, and/or Leadership Consultant within LEAD360?

## Follow-up Information for Next Steps

Should you be selected to interview for a position, you will be asked to prepare the following;

For those of you that applied to be BLUEPRINT Mentors, please think of a topic, issue, and/or concern that a first-year student might have. You will be asked to talk through how you would help a student that came to you with this issue.

For those of you that applied to be BLUEPRINT 2 Advisers, please think of an event or campus program you helped coordinate. You will be asked to talk through the planning process, challenges you faced, and how you will help students understand leadership within the context of running an event.

For those of you that applied to be Voices for Social Change or Women's Leadership facilitators, please bring with you an article and/or hot topic that you feel would be a good addition to the corresponding program's curriculum. You will be asked to share:

Why you chose this topic/article

What you think students could learn from it

Why you feel it would be a great addition to the curriculum

For those of you that applied to be a Leadership Associate, please think of one initiative on or off campus that you helped support from an administrative perspective. You will be asked to talk through what you did to support the initiative, any challenges you faced, and what you would do differently if given the opportunity.



For those of you that applied to be Leadership Consultants, you will be asked to talk us through a leadership activity of your choice. You will have ten minutes to share the following:

- Target audience (ie: first-year students, student organizations, e-board, etc.)
- Learning Outcomes of your chosen activity
- How you would facilitate the activity
- How would you process the activity with your target audience at the end (What questions might you ask?)
- Why did you chose this activity?

This will give you an opportunity to show us your ability to present and facilitate an activity or conversation.

#### Presentation/Facilitation Component

Please initial below indicating that you are aware of the presentation and facilitation components of your interview.

## VOLUNTARY Information

First Language(s) (the language(s) you primarily speak at home)

Gender Identity

Race and/or Ethnic Identities

Religious Affiliation

Sexual Orientation

Are you an international student

- Yes
- No

To assist you better in LEAD360 leadership programs and retreats, please identify any needs you may have:

- Ability accommodations (ramp or elevator access, etc)
- American Sign Language Interpreter Needed
- Dietary needs/allergies (please explain below)
- Other needs (please explain below)
- Not applicable

Needs- please explain below

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Thank you for applying to be part of the LEAD360 team! We look forward to reviewing your application. We will extend interviews to those who qualify the week of August 1, and interviews will be August 8-12.

PLEASE CLICK CONTINUE AND "FINISH" ON THE NEXT PAGE.

Your application will not be submitted until you click finish.

Please contact Evan Chartier at e.chartier@neu.edu with any questions.