

**Application Packet to serve as a LEAD 212 Class Leader for Fall 2020**

Application can be found electronically at: [www.k-state.edu/leadership](http://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**

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.* 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.
- *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 times
- Commit time outside of class to prepare, plan, grade, meet with students, and assist with service projects and out-of-class activities
- Attend all classes and facilitate 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 reflection opportunities around teaching/facilitation
- Additional responsibilities as assigned

*This table represents an example of a typical “week in the life of a Class Leader” during the fall semester. LEAD 212 is a 3 credit hour course, which means the course will meet 50-minutes, 3x per week or 75-minutes, 2x per week. The time will vary depending on the section you teach and when you attend class prep.*

Monday	Tuesday	Wednesday	Thursday	Friday
Attend LEAD 212 Class <b>(50 minutes)</b>		Attend LEAD 212 Class <b>(50 minutes)</b>		Attend LEAD 212 Class <b>(50 minutes)</b>
Attend LEAD 312 Class Prep <b>(90 minutes)</b>	*complete final preparations for class <b>(30min-1hr)</b>	*grade SDL activity for each student in learning community <b>(30 min-1 hour)</b>	*send weekly email to learning community <b>(15-20 minutes)</b>	*outside activity with your students (could be one on one meetings; taking your group to Call Hall, etc.) <b>(1 hour)</b>

## 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 2020 (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 2020)
- 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), individual summer prep work (approximately 8-10 hours), Fall Retreat (approximately 8 hours)
- Able to commit approximately 5 hours per week during the Fall 2020 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 5 hours per week at \$8 per hour.

### **LEAD 312: PEER LEADER PRACTICUM**

LEAD 212 Class Leaders will enroll in the LEAD 312: Peer Leader Practicum class to document this leadership development experience. Students can enroll in this course for 0-3 credit hours. If taken for 3 credit hours, the course will count toward 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 experience and experiment with the application of concepts through weekly learning community facilitation. Weekly class prep seminars 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, regardless of enrollment status in LEAD 312.***

### SELECTION TIMELINE:

#### **Monday, January 27 at noon**

Applications are due by 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.

#### **Tuesday, January 28 from 2:30-5:00pm**

**or**

#### **Thursday, January 30 from 6:30-9:00pm**

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.

#### **Monday, February 3**

Notice of selection/class leader position offers made.

#### **Friday, February 28**

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 are studying abroad this spring semester and are interested, please reach out to [acebula@ksu.edu](mailto:acebula@ksu.edu) to discuss options.***

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

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

Monday, April 13 2:30-4:30pm

Monday, April 20 2:30-4:30pm

Monday, April 27 2:30-4:30pm

Monday, May 4 2:30-4:30pm

#### **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.***

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

Thursday, August 13, 9:00am – 5:00pm

### FALL REQUIREMENTS:

- In the fall semester you attend the LEAD 212 section you teach (3 hours total) AND a weekly class prep session (1 hour total). Weekly class preps will be offered two times a week (times are TBD and Class Leaders will attend the LEAD 312 class prep which corresponds with the section they are assigned to).
- LEAD 212 classes meet:
  - MWF 9:30 – 10:20am
  - MWF 11:30am – 12:20pm
  - MWF 1:30pm – 2:20pm
  - TU 9:30 – 10:45am
  - TU 11:30am – 12:45pm
- (Class Leaders will be assigned to one of the sections after being hired. Students will share preferences given their class schedule.)

## FALL 2020 CLASS LEADER APPLICATION

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

**KANSAS STATE**  
**UNIVERSITY**

Staley School of  
Leadership Studies

### 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 2020, what year will you be entering K-State (based on years in college not credit hours)? \_\_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

I plan to take LEAD 405: Leadership in Practice during the Fall 2020 semester \_\_\_\_ 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 2015 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 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 to 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 a 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 position 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.

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 Monday, January 27.**

**To be considered for a position, all applicants must attend the first round selection day on either Tuesday, January 28 from 2:30-5:00pm or Thursday, January 30 from 6:30-9:00pm.**

**For additional information, please contact:**

Amanda Cebula, Staley School of Leadership Studies

[acebula@k-state.edu](mailto:acebula@k-state.edu)

785-532-6085