

To all Applicants for Cultural Resource Center Staff positions:

The following is an application packet for the staff of the Cultural Resource Centers for the 2015-16 academic year.

The first step in the application process is for you to review this material thoroughly and become acquainted with the details of the selection process and the many facets of being a Cultural Resource Center staff member.

Cultural Resource Center staff members are responsible for creating a learning environment that contributes to the student development process. We are looking for individuals with a strong commitment to the continued empowerment of underrepresented students and dedication to cultural awareness and sensitivity. In addition to the specific duties and tasks of each staff position, these jobs require people who are willing to develop positive relationships with groups and individuals.

The working philosophy of the entire department is built upon promoting an inclusive community that respects the rights of individuals and provides opportunities for personal growth and development. We strive to accomplish this mission by ensuring that our employees and policies reflect an appreciation for diversity and openness to learning while maintaining the highest standards of basic services. Applicants who are comfortable in a diverse, multi-cultural environment and who enjoy learning from new and challenging experiences are usually well suited for these positions.

If selected to be a Cultural Resource Center staff member, you will be required to participate in orientation/staff training and ongoing training throughout the academic year.

**Please return your completed application to Dominique Austin at the Lonnie B. Harris Black Cultural Center, located at 422 Snell Hall, Oregon State University, Corvallis, Oregon 97331 by March 5<sup>th</sup>, 2014 by 5 pm.**

Thank you for your interest. Please feel free to contact me at 541-737-0706 if you have any questions about the application packet.

Working toward a brighter day,

Diversity Development Leadership Team  
Office of Diversity Development

## SELECTION CRITERIA

These are qualities that we hope our candidates strive for and/or display.

### 1. **Enthusiastic:**

- demonstrates a positive attitude toward work; is dependable and committed
- willing to learn and grow, as well as challenge themselves
- interested in learning about campus and community resources
- capable of taking initiative with, energizing and motivating others with enthusiasm in academic pursuits and individual growth

### 2. **Communication skills:**

- clearly expresses ideas using written and verbal skills
- listens attentively, has positive regard for speaker
- asserts thoughts, ideas, opinions
- gives and accepts feedback
- willing to confront both staff and residents regarding inappropriate behavior and violations of policies and procedures

### 3. **Leadership potential:**

- effectively facilitates a group
- encourages participation in group from all members and seeks consensus
- uses group membership to explore ideas, direct energy and guide; incorporates and acts on ideas of others
- understands and articulates the value of educational and social programming
- assesses and articulates needs of students
- makes decisions in difficult situations

### 4. **Organized:**

- prioritize tasks and completes them in a timely and thorough manner
- effectively manages time and juggles responsibilities and commitments
- delegates tasks to others

### 5. **Compassionate:**

- possesses concern for and understanding of others
- displays empathy and active listening skills
- displays friendly, open, inviting behavior
- shows commitment to help others grow and develop through their college experience

### 6. **Positive Role Model:**

- possesses a positive self image, self confidence and internal motivation
- displays maturity and responsible decision-making skills
- articulates strengths and weaknesses
- self-disciplined and motivated from within
- maintains a professional manner under all conditions

### 7. **Sensitivity to and Appreciation of Diversity:**

- listens to and learns more about views, ideas, opinions different from their own
- encourages understanding of and shows respect for different identities, in terms of racial/ethnic background, religion, gender, age, sexual orientation, class, and
- listens to and responds to all members of the community

Cultural Resource Center Staff Selection Process Checklist

All Applicants Must:

- \_\_\_1. Carefully read entire application packet.
- \_\_\_2. Ask two individuals to serve as references for you in the selection process.
- \_\_\_3. Turn in your completed application packet to Office of Diversity Development.

**Completed Application Includes:**

- + Cultural Resource Center Staff Job Application
- + Copy of Current Class Schedule
- + Two OSU References (name & contact info)
- + Essay Selection Response
- + Résumé

Cultural Resource Center Staff Selection Schedule

**March 5, 2014 by 5pm**

Applications are due at the Lonnie B. Harris Black Cultural Center (422 Snell Hall)

Interviews to be conducted for each center and offers to be made the following week.

**SELECTION APPLICATION CHECKLIST**

LAST, FIRST, MIDDLE NAME: \_\_\_\_\_

CULTURAL RESOURCE CENTER APPLYING FOR: \_\_\_\_\_

CRC POSITION APPLYING FOR: \_\_\_\_\_

**ITEMS ON FILE:**

- 1. \_\_\_\_\_APPLICATION
- 2. \_\_\_\_\_ESSAY QUESTION
- 3. \_\_\_\_\_REFERENCES CONTACT
- 4. \_\_\_\_\_CURRENT CLASS SCHEDULE

**FOR STAFF USE ONLY:**

Interview Date and Time:\_\_\_\_\_

Diversity Development Director Initials:\_\_\_\_\_

Professional Staff/GTA Initials: \_\_\_\_\_

CRC Student Leadership Liaison Initials: \_\_\_\_\_

CRC Student Leadership Liaison Initials: \_\_\_\_\_

**I. Personal Information (please type or print neatly in blue or black ink)**

*Cultural Resource Center Applying For: (ONLY SELECT ONE)*

- Asian & Pacific Cultural Center (APCC)
- ~~Centro Cultural César Chávez (CCCC) (currently not available)~~
- ~~Etihad Cultural Community (ECC) (currently not available)~~
- Lonnie B Harris Black Cultural Center (BCC)
- ~~Native American Longhouse Eena Haws (NAL) (currently not available)~~
- ~~Pride Center (PC) (currently not available)~~
- ~~SOL: LGBTQ Multicultural Network (SOL) (currently not available)~~
- ~~Women's Center (WC) (currently not available)~~

*Position Applying For: (ONLY SELECT ONE)*

- CRC Student Leadership Liaison (currently not available)
- ~~CRC Graphic Designer (currently not available)~~
- ~~CRC Communications Representative (currently not available)~~
- ~~CRC Student Success Peer Facilitator (currently not available)~~

Work Study Available:

- YES
- NO

Currently employed:

- YES     If yes, where: \_\_\_\_\_  
  How many hours a week: \_\_\_\_\_
- NO

Previously employed within Cultural Resource Centers:  YES  NO

If YES, then please include year of employment: \_\_\_\_\_

And, at which center (Circle those that apply): APCC CCCC ECC LBHBCC NAL PC SOL WC

Name: \_\_\_\_\_  
(last)                                  (first)                                  (middle)                                  (preferred name)

Preferred Gender Pronouns: \_\_\_\_\_ OSU ID#: \_\_\_\_\_

Email Address: \_\_\_\_\_

Address:  
(campus/local) \_\_\_\_\_  
  Box #                                  (street)                                  (city)                                  (zip)

(permanent) \_\_\_\_\_  
  (street)                                  (city)                                  (zip)

Phone: (local): \_\_\_\_\_ (permanent): \_\_\_\_\_

**II. Academic Information**

Expected number of completed credits by upcoming Fall : \_\_\_\_\_

Class Standing (circle one):    First Year    Sophomore    Junior    Senior    Graduate

Major: \_\_\_\_\_    Expected graduation date: \_\_\_\_\_

Minor: \_\_\_\_\_

For incoming Freshmen **ONLY**: High school GPA: \_\_\_\_\_

**III. Work Experience**

Organization	Title	Duties	Dates
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**IV. References – preferably from OSU**

Please list below the names of two individuals you will ask to serve as references. The two references should come from individuals who are able to speak objectively of your skills and abilities.

Name of reference	Address	Phone	Title/Relation
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1. \_\_\_\_\_

2. \_\_\_\_\_

I certify that the information I have provided in this application is valid. I have made the effort to accurately represent myself as a candidate for the Cultural Resource Center Staff position at Oregon State University. By signing this application, I understand that I have released access to my academic records to Diversity Development. If I am hired, Diversity Development will continue to have access to my academic records throughout my employment as a Cultural Resource Center staff member. I may be placed on job probation and/or be subject to dismissal if I fail to remain a full-time student in good academic standing with the University.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date

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## ESSAY QUESTION

Please read the following questions and respond to ONLY one section. Your answers should be single spaced, typed, in 12pt. font size, and not exceed one 8.5x11 sheet of paper. Include your name in the top right hand corner. Please be sure to address all parts of the section that you respond to as you will be scored on content and relevance.

Looking at the criteria for the position and job description that you are applying to, please answer one of the following sections:

### IF YOU ARE A NEW APPLICANT TO THE CRCs:

- Describe why you want to be a member of the Cultural Resource Center staff.
- What strengths and leadership experiences can you bring to the position?
- In what way can this position further enhance your growth and development?
- Describe any experiences you have working with the community represented by the center for which you are applying to this year.

### IF YOU ARE A CURRENT OR PREVIOUS STAFF MEMBER OF THE CRCs:

- What experiences have you gained from working at the center that made you want to reapply?
- Are you reapplying to the same center? If not, why are you interested in another center? If yes, how will working in the center another year continue to enhance your growth and development?
- How do you plan on helping the center to continue to grow?
- Describe any of your views that have changed regarding diversity and/or social justice as a result of working at the center.