Mission: SPEED Activities Board provides the Roosevelt community with a wide variety of events while working with departments at the institution and city partners. SPEED was developed and created out of the need to accommodate a non-traditional university environment for the student body by a group of student leaders. SPEED aims to create a new and exciting ways of engaging students with faculty and staff all while bridging the gap between Roosevelt and the city of Chicago.

Important Dates:

- Interviews:
- MANDATORY DATES
  - Spring Retreat and Event Selection: Saturday, April 23, 2016 10am-5pm
  - Fall training dates: August 8-12, August 15-19.
    - Meal Plan will be provided for the duration of training

Complete the application and turn in to the Center for Student Involvement office, CSI, located in Wabash Building 323. Interview sign-up will be located upon application turn-in.

NOTE: The dates above should be seriously reviewed and considered by applicants. The applicant's inability to oblige by these dates will be deemed as ineligible for hire. Furthermore, non-attendance at activities will result in termination of the position.

Application Deadline

Return completed Applications to the Center for Student Involvement (CSI) office located on the 3rd floor of the Wabash Building by

March 18, 2016 @ 5 p.m.
SPEED Board Position Description

POSITION: Part time position in which hours and days will vary and will include some nights and weekends.

REPORTS TO: Brian Donahue, Coordinator within the Center for Student Involvement (CSI) Professional staff

QUALIFICATIONS:

- Currently enrolled undergraduate or graduate student at Roosevelt University
- Must have a cumulative GPA of 2.7 or higher during time of application and during time of employment
- No documented violations of Roosevelt Code of Conduct
- Understand and believe in the mission of the University
- Strong communication skills
- Open minded, inclusive, and respectful of various backgrounds and lifestyles
- Positive and able to relate well with students, faculty, and staff
- Ability to meet deadlines and follow through on responsibilities
- Schedule that permits attendance to MAJORITY or ALL SPEED events
- Ability to exercise excellent judgement and follow through.
- Able to work 4-6 hours a week

SPEED BOARD MEMBER RESPONSIBILITIES:

- Attend and actively participate in SPEED trainings, retreats, and all staff meetings
- Organize, plan, and implement programming for the 2016-2017 school year
- Work in a collaborative manner with peers, SPEED team, faculty, and other related office to effectively facilitate programs
- Fulfill all other duties and responsibilities as assigned by the CSI staff

COMPENSATION:

- SPEED Board Members will be paid a stipend of $198 for each pay period (every 2 weeks) for the 2016-2017 academic year

Timeline:

Applications Available: February 8, 2016
Application Due/Sign up for interviews: March 18, 2016
Interviews: March 21-23, 2016
Spring Transition Retreat: April 23, 2016
Fall training dates: August 8-12, 15-19, 2016

Questions?

Contact Brian Donahue, Coordination within Center for Student Involvement at: bdonahue@roosevelt.edu
SPEED Activities Board Application 2016-2017

Full name: ____________________________________________________________

Preferred Address: ____________________________________________________

Cell Phone: __________________________________________________________

RU Email: __________________________________________________________

Classification (Circle):

1st year  2nd year  3rd year  4th year  5th year  Graduate Student

Major: ______________________________________________________________

GPA: __________ Expected Graduation Semester/Year: ______________________

Part A: Please TYPE your answers to the following questions on a separate sheet of paper. Statements should not exceed one typed page per question.

1. Why are you interested in being on the SPEED Activities Board?

2. How would your friends and co-workers describe you?

3. Why should you be selected as a SPEED Activities Board Member above other qualified applicants?

4. What does leadership mean to you?

5. What other commitments do you have during the school year that could affect or enhance your ability to be a part of a successful SPEED team?

Part B: Tell us about your Leadership experience. Please tell us any co-curricular activities in which you have been involved or are currently involved in on a TYPED separate sheet of paper.
Name of Applicant:______________________________

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Name of Reference:______________________________ Phone:______________________________

How long have you known the applicant:_____________ In what capacity:_____________

I know this applicant: Very well Casually Not well enough to evaluate

Abilities Use the scale to assess the following skills.
5=excellent 4=good 3=average 2=Fair 1=unacceptable NA 0=No basis on which to evaluate

_____ Ability to manage time
_____ Ability to resolve problems.
_____ Ability to relate well with students, parents, faculty, and administrators
_____ Ability to confidently speak in front of small and large groups
_____ Ability to communicate effectively
_____ Ability to listen and follow directions.
_____ Ability to present a positive image of Roosevelt University.
_____ Ability to complete tasks.

1. What qualities does this person exhibit that would make them an outstanding SPEED Board Member?

2. What traits does this leader possess that will benefit them in being an effective role model for first-year student

Printed Name of Reference:________________________________________

Signature of Reference:__________________________________________ Date:________________________________________
Name of Applicant: ________________________________

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Signature of Reference: ________________________________  Date: ________________________________