



SPEED PROGRAMMING BOARD APPLICATION 2014-2015

Students Programming for Enrichment, Enlightenment, and Development (SPEED) Application Fall 2014/Spring 2015

How to apply:

- 1) Carefully read the attached SPEED Job Description
- 2) Complete the application (answers to all of the questions, additional information, and attach a current resume, etc.).
- 3) Turn in completed application to the Center for Student Involvement (*Wabash 323*) **by Wednesday, March 26 by 5:00pm.** Applications must be submitted in person.
- 4) Sign up for a 20 minute interview time slot when you submit your application to CSI. Time and date availability is on a first-come, first-served basis. **Interviews will be held Friday, March 28, 2014.**
- 5) **Please note:** you may not be a SPEED Board Member AND an Orientation Leader or Resident Assistant. However, if you are interested in more than one of these positions we encourage you to apply and make your decision after being accepted.
- 6) Decisions will be sent via email by the end of the day on Wednesday, April 2, 2014. If you have questions or concerns, please contact:

Elizabeth Choporis
Director, Center for Student Involvement
Chicago Campus
312.341.2243
echoporis@roosevelt.edu

OR

Kamaro Abubakar
Graduate Extern, Center for Student Involvement
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kabubakar@roosevelt.edu

Roosevelt University

2014-2015 SPEED Board Position Description

PART-TIME: Hours and days vary and will include some nights and weekends

REPORTS TO: Center for Student Involvement (CSI) Professional Staff

SUMMARY: In accordance with the Roosevelt University mission of “educating socially conscious citizens for active and dedicated lives as leaders in their professions and their communities,” Students Programming for Enrichment Enlightenment and Development (SPEED) will provide students with opportunities for personal and educational development in the Roosevelt University community and in the community at-large. Overall, SPEED will serve to improve the campus community, and to encourage student involvement in co-curricular opportunities.

Please view detailed job descriptions below. All positions require tremendous commitment and all candidates ***must be active participants on the Board.***

Qualifications:

- Currently enrolled undergraduate or graduate
- Demonstrated academic success (must have a 2.75 cumulative grade point average during time of application and during time of employment)
- No documented violations of the 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, outgoing, and able to relate well with students, faculty, and staff
- Ability to meet deadlines and follow through on responsibilities
- Schedule that permits attendance at ALL SPEED events
- Ability to exercise excellent judgment and follow-through

SPEED Board Member Responsibilities:

- Attend and actively participate in SPEED trainings, retreats, and all staff meetings
- Organize, plan and implement programming for the 2014-2015 school year
- Work in a collaborative manner with peers, SPEED staff, faculty, and other related offices to effectively facilitate programs
- **Fulfill all other duties and responsibilities as assigned by the CSI staff**

Compensation:

- The opportunity to enhance your interpersonal skills, knowledge, confidence, and service to others, and serve as a role model while building community on campus
- Being a member of a fun team and making a difference in the lives of Roosevelt students
- Leadership and teambuilding opportunities that will enhance your leadership skills
- SPEED Board members will be paid a stipend of \$198 for each pay period (every 2 weeks) for the 2014-2015 school year

Roosevelt University
2014-2015 SPEED Board Application

DIRECTIONS: Please type or print clearly using black or blue ink only. Complete application and turn in to the Center for Student Involvement, WB 323, by Wednesday March 26 at 5:00pm. Upon turning in application, applicants must sign up for an interview. Interviews will be conducted Friday, March 28, 2013 in WB323.

TELL US ABOUT YOU

Name : _____ Student ID Number: _____

Local Address: _____

Permanent Address: _____

RU E-mail Address: _____ Cell Phone: _____

Major: _____ Expected Graduation Date: _____

Present Academic Classification: (circle)

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

Positions with the SPEED Programming Board will require non-traditional work hours such as nights and weekend. Are you available to work nights and/or weekends? Yes No

TELL US ABOUT YOUR PROGRAMMING EXPERIENCE

Event planning?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Publicity development?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Serving on a program board?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Working on a team?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Planning a meeting?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Facilitating group discussions?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Budget management?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Please use another sheet of paper to explain any of the items marked "YES".

TELL US ABOUT YOUR LEADERSHIP EXPERIENCE

Please list any co-curricular activities in which you have been involved.

- 1) _____
- 2) _____
- 3) _____
- 4) _____

Have you had any leadership training? (examples: Eleanor Roosevelt Society, Student Leadership Summit, executive board of student organization, class) Yes No

If yes, indicate the training/course: 1) _____
2) _____
3) _____

REFERENCES

List three professional/personal references that may be contacted by the selection committee. References should not be members of your family.

Name:	Relationship:	Phone Number:
1)		
2)		
3)		

ESSAY QUESTIONS

Please answer the following questions on a separate sheet of paper. Answers should be typed, double spaced, and grammatically correct:

- 1) What was your favorite SPEED event or activity that you attended? Why was it your favorite?
- 2) Why are you interested in a position on the SPEED Programming Board? What in particular about the position description appeals to you?
- 3) Discuss one event you would like to see implemented on campus and explain how you would begin the planning, implementation, execution, and evaluation?
- 4) Explain your view of the SPEED Programming Board's role on campus. Why is it important?

Use this space to add any additional comments you would like the SPEED Programming Board Selection Committee to review.

Checklist Reminders

Great! You've completed your application and you are just about ready to submit it to the Center for Student Involvement. Before you do, make sure you've completed the following:

- Look over the job description to understand the responsibilities and time commitments
- Attach your typed answers to this application
- Attach your current resume to this application
- Sign and date the application
- Sign up for an interview in CSI (when you drop off the application)

Note to applicant:

The SPEED Programming Board believes that high academic and ethical standards are essential to being an effective student leader. The SPEED Programming Board positions require that all members maintain a cumulative 2.75 GPA, be enrolled in at least six (6) credits at Roosevelt University, and be in good standing academically and within the student conduct guidelines at the University. By signing below, you give the Center for Student Involvement permission to view your University records. Please be assured that this information will be held in the strictest of confidence.

Name: _____ RU ID Number: _____

Signature: _____ Date: _____

By signing, I hereby agree (please read carefully):

I understand that by signing I confirm this application to be complete and accurate to the best of my knowledge. I understand that incomplete applications will not be accepted. If information is found to be deliberately falsified, my application will be automatically disqualified from consideration. In addition, by signing, I am acknowledging that I meet all requirements contained for a position on the SPEED Programming Board listed in the position responsibilities. I will notify the SPEED Programming Board Advisor immediately should I wish to withdraw my application from consideration.

Signature: _____ Date: _____

Print Name: _____

Roosevelt University is an EO/AAE employer.

OFFICE USE ONLY: CSI	OFFICE USE ONLY: Selection Committee
<p>Date Submitted: _____</p> <p>GPA/Status Checked by CSI:</p> <p>_____ Meets Standards</p> <p>_____ Doesn't Meet Standards</p>	<p>Interview:</p> <p>Date: _____</p> <p>Time: _____</p>