



CENTER FOR LEADERSHIP  
& SERVICE



MULTICULTURAL  
AFFAIRS

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# CENTER FOR LEADERSHIP & SERVICE AND MULTICULTURAL AFFAIRS

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## Application Guidelines and Materials Checklist

Your completed application packet will consist of the following materials:

- |   |   |
|---|---|
| <input type="checkbox"/> Resume                           | <input type="checkbox"/> Highline College Transcript (Unofficial or Official) |
| <input type="checkbox"/> Personal Essay Question Response | <input type="checkbox"/> Two Completed Skills Evaluations                     |
| <input type="checkbox"/> Completed Applicant Form         | <input type="checkbox"/> Supplemental Application (MOD Team)                  |

NAME: \_\_\_\_\_

Position(s) Desired: \_\_\_\_\_

Applications are DUE May 2, 2018 to HSU, Bldg. 8, 3<sup>rd</sup> Floor, 8-310

**Center for Leadership & Service and Multicultural Affairs**

2400 S 240<sup>th</sup> St., MS 8-3

Des Moines, WA 98198

# Mission Statements

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## Center for Leadership & Service

The Center for Leadership & Service (CLS) provides experiences to enhance growth and learning outside of the classroom. We invite the campus to engage in student leadership opportunities and involve students in learning communities. The Center for Leadership & Service ensures environments are created that empower students in the context of Servant Leadership: honoring connection and relationships, emphasizing social justice awareness, and promoting action as a global citizen.

## Multicultural Affairs

Multicultural Affairs (MCA) provides transformative leadership in creating a learning and work environment that is equitable and inclusive. In light of the college's Cultural Diversity Policy, Multicultural Affairs is committed to increasing consciousness on diversity and social justice, empowering students as social change agents, and the dismantling of institutional oppression.

## Inter-Cultural Center

The ICC promotes campus dialogue and advocacy within a social justice framework of inclusion and equity. Through leadership development, students are empowered as social change agents in their local and global communities.

ASHC Student Government | Clubs | Marketing, Outreach & Design | Inter-Cultural Center

2400 S. 240<sup>th</sup> Street, MS 8-3 Des Moines, WA 98198-9800

T: CLS: 206-592-3536 | MCA: 206-592-3296 | E: CLS: [cls@highline.edu](mailto:cls@highline.edu) MCA: [mca@highline.edu](mailto:mca@highline.edu) |

W: [www.cls.highline.edu](http://www.cls.highline.edu) & [multiculturalaffairs.highline.edu](http://multiculturalaffairs.highline.edu)



# Core Service Leadership Positions Academic Year 2018-2019

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We are looking for servant leaders who want to be part of our Core Service Leadership Team. This Core team works collaboratively with other student work teams to support, and promote all student leadership, and cultural extracurricular activities at Highline College. Core Services members are welcoming, inclusive, and encourage and empower participation in leadership development to all members of our student community. You will work in a fun and inclusion-oriented team, gain professional skills, and offer creative approaches to meet diverse needs. We are hiring for positions that could include the following:

## ASHC Speaker of the Caucus (1 position available)

The Speaker of the Caucus is responsible for developing and coordinating the Student Legislative Active Committee, which encourages students to discuss specific social justice issues as well as advocate for student legislative issues at the state level. This position is a member of the Associated Students of Highline College Executive Council.

## Community Leadership Consultant (5 positions available)

The Community Leadership Consultant is responsible for supporting and facilitating the development of student communities through the Clubs Program by training and empowering students as servant leaders who will build vibrant student communities.

## Community Resource Consultant (4 positions available)

The Community Resource Consultant provides administrative support functions for the Center for Leadership & Service and Multicultural Affairs while offering a welcoming first point of contact for people entering our office spaces.

## Community Budget Coordinator (1 position available)

The Community Budget Coordinator assists with budget tracking and reconciliation of program budgets, ensuring proper usage of student fees in accordance with the student financial code. Position provides administrative support to CLS/MCA Professional Staff in addition to special projects with higher levels of confidentiality.

## **Inter-Cultural Center Peer Facilitator (5 positions available)**

The ICC Peer Facilitators plan, coordinate and promote quarterly multicultural and social justice events and activities reflective of the diverse populations of the Highline campus community.

## **MOD Consultant with specialization in Graphic Design (2 positions)**

The MOD Consultant specializes in Graphic Design, and uses skills to design marketing materials that affirm, uplift and advance the entire Highline community. Examples include posters, signs, flyers, handbills, banners, A-Frame boards, etc. MOD Consultants work with ASHC Student Government, our 60+ Student Clubs, and Inter-Cultural Center Peer Facilitators, Core Team, staff and faculty at Highline College. Designs promoting various events and clubs highlight your creative work across campus.

## **MOD Consultant with specialization in Social Media Outreach (1 position)**

The MOD Consultant specializes in Social Media, and manages the @CLShighline Facebook and Instagram pages. This position is responsible for posting engaging content, informing our followers about upcoming events, taking photos and videos, perform interviews to highlight student leaders, and create/carry-out a strategic plan to increase social media engagement/followers. MOD Consultants works with ASHC Student Government, our 60+ Student Clubs, Inter-Cultural Center Peer Facilitators, Core Team, staff and faculty at Highline College. Social media content will represent the Center for Leadership & Service to the public and will directly engage Highline students.

# Interview Process & Important Dates

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## Step 1. Application

Complete the application below; the application includes:

- Applicant Information Form
- Personal Essay Question
- Two Skills Evaluation Sheet
- MOD Consultant's should include the Supplemental Application

Deliver your materials to the Center for Leadership & Service and Multicultural Affairs office in the Highline Student Union (HSU, Bldg. 8, 3<sup>rd</sup> Floor, 8-310) prior to **Wednesday, May 2, 2018 at 5 P.M.** Only printed applications are accepted.

## Step 2. Group Interview

All qualified candidates have the opportunity to attend the group interview on **Friday, May 11, 2018 from 2:30 P.M. – 4:30 P.M.**

## Step 3. Individual Interview

After group interview, selected students will have the opportunity to interview individually with CLS/MCA staff. Individual Interviews will take place on **Friday, May 18 and Monday, May 21, 2018** between the hours of **9:00 A.M. – 5:00 P.M.**

## Important interview times and dates required for applicants

- May 2<sup>nd</sup> 5:00 P.M. Applications DUE to CLS/MCA (HSU, Bldg. 8, 3<sup>rd</sup> Floor, 8-310)
- May 11<sup>th</sup> 2:30 P.M. – 4:30 P.M. Group Interview
- May 18<sup>th</sup> & May 21<sup>st</sup> 30 Minute Individual Interview

For any questions about the application process, please contact Dominique S. Austin at 206-592-3256 or via email at [daustin@highline.edu](mailto:daustin@highline.edu).

# Mandatory Trainings

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Center for Leadership & Service and Multicultural Affairs offers students development through many leadership opportunities. After working with CLS/MCA, students leave with many leadership skills, including communication, time management, decision-making, social justice awareness, inclusive team building, conflict resolution and goal setting.

We offer an extensive mandatory training program throughout the year. All members are required to participate in the following professional development training activities during the 2018-2019 academic year:

## Fall Training: September 4<sup>th</sup> – 21<sup>st</sup>

Fall training consists of workshops and preparation for the academic year. In addition, students spend time doing advance planning for the year's events and activities. Training will be 6 hours a day, **Monday through Friday, September 4<sup>th</sup> – 21<sup>st</sup>, 2018.**

## Summer Leadership Conference: September 5<sup>th</sup> – 7<sup>th</sup>

During our first week of training Community Leadership Consultants, Inter-Cultural Center Peer Facilitators and Associated Students of Highline College Executive Officers will participate in a state- wide conference, along with student leaders from other Washington State Community Colleges in Western Washington. Highline College will cover all expenses.

## Winter Leadership Retreat 2019: (exact date is not confirmed)

The Winter Leadership Retreat is an opportunity for HC student leaders to reflect on fall quarter and do goal setting for the remainder of the year. This is an overnight leadership training at a local retreat center.

## First Fridays Leadership Institute: 1st Friday of every month

The Leadership Institute is a year-round leadership and professional skill building program offered on campus the First Friday of each month from 2:00 P.M. – 4:00 P.M. Workshops cover topics such as servant leadership, interpersonal communication, goal-setting, conflict resolution, social justice and inclusion.

# Work Expectations

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## Hours

**Fall Training** – Core Services members will train 30 hours per week during the weeks of September 4-21, 2018.

*All training hours are paid. Training is a requirement for employment.*

**2018-2019 Academic year** – A minimum of 15 hours per week is required. The position start date is September 4, 2018.

## Wage

Core Services members are paid minimum wage.

## Academics

Students must maintain a minimum class load of 6 college level credits and 2.5 GPA during each quarter of employment.

## Second Job

Working in the Center for Leadership & Service and Multicultural Affairs is a significant commitment. We recognize the importance of academic success for our students; therefore, second jobs are strongly discouraged and will be a consideration in the hiring process.

## Evaluation

During quarterly evaluations, we challenge our students to reflect on their own leadership and personal growth. Continued employment is contingent upon receiving satisfactory performance evaluations.

# Applicant Information

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Name:  Date:

Student ID#:  Phone #:

Highline Student Email:  @students.highline.edu

Address:

Are you currently a student at Highline College? Yes  No

If no, when do you expect to enroll at Highline?

How long do you plan to attend (quarter/year)?

What quarter/year did you start attending Highline?

If you are applying to more than one position, please rank the order you are most interested in applying for in order from one to three. (1) Being most interested and (3) least interested:

- ASHC Speaker of the Caucus
- Community Leadership Consultant
- Community Resource Consultant
- Community Budget Coordinator
- Inter-Cultural Center Peer Facilitator
- MOD Consultant with specialization in Graphic Design
- MOD Consultant with specialization in Social Media Outreach



## Essay Response

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Please answer the following question and attach your typed essay to the application.

The Center for Leadership & Service and Multicultural Affairs aims to empower leaders and build inclusive communities. Given what you know about our offices, provide us with experiences and examples of how you will serve others as a student leader in each of the following areas:

- Building Communities
- Developing Leaders
- Social Justice

Applicants are encouraged to read the CLS & MCA Mission Statements. A well thought out response to the question above will include your reflection of the question and the Mission Statements.



# Skills Evaluation Sheet

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Today's Date: Applicant

Name: Evaluator Name:

Evaluator Phone Number:

Evaluator Position and Department/Agency:

How long have you known the Applicant?

Context of Relationship with the Applicant:

Please check the box for the descriptor that best represents your assessment of the applicant. You may include any additional information you feel will assist us in interpreting your response. An example would be helpful in the case of an extremely high or low rating.

## Characteristics

Not Able to Assess = 1

Below Average = 2

Average = 3

Above Average = 4

Excellent = 5

### Organization:

Timely completion of tasks; plans work in advance; detail-oriented

1  2  3  4  5

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### Teamwork:

Ability to work as part of a team; provides support to others; participates in group projects

1  2  3  4  5

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### Multicultural Awareness:

Displays awareness and understanding of people from backgrounds different than their own

1  2  3  4  5

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### Ethics & Values:

Awareness of ethical issues; appropriateness of behavior

1  2  3  4  5

---

**Assertiveness & Self-Reliance:**

Willingness to take initiative; provides effective feedback; confidence in skills & abilities

1  2  3  4  5

---

**Creativity:**

Integrates unique personal style into work

1  2  3  4  5

---

**Communication Skills:**

Oral

1  2  3  4  5

---

**Communication Skills:**

Written

1  2  3  4  5

---

**Attitude:**

Enthusiastic and positive attitude; exhibits strong work ethic; deals effectively with stress

1  2  3  4  5

---

**Reliability:**

Follows through on commitments

1  2  3  4  5

---

**Conflict Resolution Skills:**

Problem solving; critical thinking

1  2  3  4  5

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**General Comments:**

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Signature:

Date:


When you have completed the skills evaluation sheet, please place the form in a sealed envelope (your signature over the seal) and return to the applicant to include in their application packet. If you have any questions, please contact the Center for Leadership & Service Office and Multicultural Affairs at (206) 592-3256, or via e-mail at [daustin@highline.edu](mailto:daustin@highline.edu)

# Skills Evaluation Sheet

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Problem solving; critical thinking

1  2  3  4  5

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**General Comments:**

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Signature:

Date:


When you have completed the skills evaluation sheet, please place the form in a sealed envelope (your signature over the seal) and return to the applicant to include in their application packet. If you have any questions, please contact the Center for Leadership & Service Office and Multicultural Affairs at (206) 592-3256, or via e-mail at [daustin@highline.edu](mailto:daustin@highline.edu)



Fill this supplemental application only if you are applying for the **MOD Consultant position with specialization in \*\*Graphic Design\*\***

## Graphic Design Skills Assessment

As a MOD Consultant specializing in Graphic Design, you will use your skills to design marketing materials that affirm, uplift and advance the entire Highline community. Examples include: posters, signs, flyers, handbills, banners, A-Frame boards, etc. MOD Consultants have the privilege to work with ASHC Student Government, our 60+ Student Clubs, Inter-Cultural Center Peer Facilitators, CORE Team, staff and faculty at Highline College. You'll work in a fun and inclusion-oriented team, gain professional skills, and offer creative approaches to meet diverse needs. Your work will be displayed across campus promoting events, clubs and more!

**Instructions:** Your job requires an eye for inclusion and fast turnarounds. Please demonstrate your ability by creating ONE poster based on these guidelines. We will evaluate your poster design based on **Inclusion, Creativity, Originality, Composition, Readability and the Representation of the Event**. Have fun and show us what you got!

1. Create a poster for an actual event that we have hosted on campus. The event is called "Cultural Clothing vs Cultural Costume" and is an open discussion event hosted by the Inter-Cultural Center.
2. Use any colors, typography, graphics or photos that are culturally appropriate & fit the context of this event.
3. The size of the poster has to be 11" x 17" inches.
4. The text attached at the end of this document must ALL be visible on your designed Poster.
5. Use any of these design software: Illustrator, Photoshop, InDesign
6. Include an explanation of your vision & name(s) of software(s) you utilized.
7. **REQUIRED:** Once complete, print your design in color and submit it with your application, and email it in .PDF format to Jade Chan, MOD Team supervisor, at [jchan@highline.edu](mailto:jchan@highline.edu) by Wed, May 2 at 5pm.

### **Text for the Poster | MOD Graphic Design Skills Assessment**

Text is not in a specific order; arrange based on what you feel audiences' needs are.

*Global Village: Cultural Costume vs Cultural Clothing*

*March 9<sup>th</sup> 11:00 AM - 12:30 PM*

*Inter-Cultural Center Building 8*

*Every culture has different characteristics and styles of clothing. These styles are rich with meaning and history. According to dictionary.com, costume is a style of dress, accessories, hairdos & more that are peculiar to a nation, region or group of people. We will engage in a dialogue to explore the meaning of cultural clothing vs. cultural costume.*

*If you need accommodations due to a disability, please contact Access Services at (206) 592-3857 (voice) or (206) 870-4853 (TDD).*



Fill this supplemental application only if you are applying for the  
MOD Consultant position with specialization in **\*\*Social Media Outreach\*\***

## Social Media Outreach Skills Assessment

As a MOD Consultant specializing in Social Media, you will manage our @CLShighline Facebook and Instagram pages, post engaging content, inform our followers about upcoming events, take photos and videos, perform interviews to highlight student leaders, and create/carry-out a strategic plan to increase social media engagement/followers. MOD Consultants have the privilege of working with ASHC Student Government, our 60+ Student Clubs, and Inter-Cultural Center Peer Facilitators, CORE Team, staff and faculty at Highline College. You will work in a fun and inclusion-oriented team, gain professional skills, and offer creative approaches to meet diverse needs. Your work will represent the Center for Leadership & Service to the public and will directly engage Highline students.

**Instructions:** Your job requires an eye for inclusion and fast turnarounds. Please demonstrate your ability by creating a social media strategy based on these guidelines. We will evaluate your submission based on **Inclusion, Creativity, Originality, Strategy, & Effectiveness of the plan**. Have fun and show us what you got!

1. Create a social media strategy plan for ThunderWeek, an actual program you will be working on in this role: ThunderWeek is the opening week for Highline College during the 1st week of fall quarter. It consists of seven events that welcome back 17,000 new and returning students to HC!
2. The events poster from 2017's ThunderWeek are located on this google drive: <http://bit.ly/2DoGPI3>. Craft a social media strategy based on the ThunderWeek 2017 theme "Bring the Thunder, Own Your Superpower" and the events. Content you may want to include are posting timelines, content examples, tools to get content posted, collaborators, what resources you will need and more. Tell us what you plan to do during Thunderweek to get new students to follow us at @CLShighline and @MCAhighline Instagram & Facebook. Be creative!
3. Create 2-4 example posts of what you will post on Instagram for Thunderweek. Use the resources provided at: <http://bit.ly/2DoGPI3> to craft your posts. Feel free to look at our Instagram account for past examples but take ownership to put your OWN style and personality to it!
4. Include an explanation of your vision for your posts.
5. REQUIRED: Once complete, send your documents to Jade Chan, MOD Team supervisor, at [jchan@highline.edu](mailto:jchan@highline.edu) as a .PDF format by Wed, May 2, 2018 at 5:00 PM.