

Magic Peer Assistant position

✧ APPLICATION ✧

Last Name: _____ First Name: _____

Mailing Address: _____ City: _____ St _____ Zip _____

Cell Phone: _____ E-mail: _____

PID #: _____ Gender: Male Female Date of Birth: _____

Academic Information

Class Standing: _____ Major: _____ GPA: _____

Will you be taking classes this summer? Yes No If yes, which session? 1st 2nd Both

If yes, how many credit hours will you be taking (for each session): _____

Will you have any other time commitments this summer? Yes No

Will you be employed at another job this summer? Yes No

If yes, what is your work schedule? _____

Related Experience

Were you a MAGIC student? Yes No If yes, when? _____

Have you ever been an Aide? Yes No If yes, what Hall(s)? _____

Have you ever been a Mentor? Yes No If yes, what Hall(s)? _____

Have you ever been a Conference Asst.? Yes No If yes, when? _____

Are you applying to be an Aide or Mentor for 2014 – 2015? Yes No

Please return this application, resume, grade report & recommendation letter by February 21, 2014 to:

Office of Cultural and Academic Transitions
556 E. Circle Dr. Room #339
Michigan State University
East Lansing, Michigan 48824

The one required letter of recommendation can be submitted with this application or sent separately.

I verify that all of the information on this application is true to the best of my knowledge.

Signature: _____ Date: _____

magic peer assistant position

✧ JOB DESCRIPTION ✧

MAGIC Peer Assistants are a critical component of the MAGIC program. Peer Assistants assist with the implementation of the various activities during the week-long program, actively participating, facilitating, and interacting with the participants in many of the program's sessions. They are primarily responsible for the facilitation of daytime and evening activities, for the general supervision of participants during the evening within the residence hall, and for the development of positive rapport with MAGIC participants.

Qualifications:

- ✧ Previous experience working in the MSU residence hall system as an Aide, Resident Mentor, or Summer Conference Assistant is preferred
- ✧ Demonstrated experience and sensitivity working with diverse students
- ✧ Must not be on any current academic or disciplinary probation sanction with the University
- ✧ **Must provide one letter of reference, a resume and have at least an overall 2.5 G.P.A.**

Responsibilities:

- ✧ Assist with the supervision and coordination of MAGIC participants for two weeks of the MAGIC program:
July 13- 25, 2014
- ✧ **Attend all staff meetings during the two weeks of MAGIC and required Pre-employment training on Saturday, April 12th & Friday, July 11th for all peer assistants**
- ✧ Conduct activities during the evening hours for MAGIC participants each evening of the program
- ✧ Facilitate some daytime activities (will be on a rotating basis w/other Peer Assistants)
- ✧ Assist with registration procedures pertaining to MAGIC participants
- ✧ Enforce program rules and regulations for participants
- ✧ Enforce University and residence hall rules and regulations
- ✧ Perform other duties and tasks as assigned by Program Coordinators

Conditions of Employment:

- ✧ Must be fully available from **July 13 - 25, 2014**
- ✧ **Must participate in Peer Assistant training on April 12 & July 11, 2014, 10:00a.m. - 5:00p.m.**
- ✧ Must be available for a minimum of 20 hours during daytime hours (8:00 am - 5:00 p.m.) each week
- ✧ Must be available from 5:00 p.m. until 12:00 am-midnight or later the next morning for the entire program
- ✧ No classes or work can be taken after 5:00 p.m. for the entire two weeks of program
- ✧ Absolutely **NO** visitors for the duration of the Program.
- ✧ Must be available for assigned night duty from mid-night to 8:00a.m.

Compensation:

- ✧ All housing and meals will be provided from July 13 - 25, 2014
- ✧ A weekly stipend will be paid: \$750.00 (subject to tax) & a Two-week Parking Pass
- ✧ Great memories & invaluable and rewarding experience!

**If you have questions, please contact Rob Biddle or Murray Edwards at:
(517) 353-7745.**