

# 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 2011 – 2012? Yes No

**Please return this application, resume, grade report & recommendation by March 28, 2012 to:**

Office of Cultural and Academic Transitions  
339 Student Services Building  
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 8- 20, 2012**
- ✧ Attend all staff meetings during the two weeks of MAGIC and required training for all peer assistants: Friday, **July 6, 2012**
- ✧ 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 8 - 20, 2012**
- ✧ **Must participate in Peer Assistant training: July 6, 2012, 8:30a.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 8 - 20, 2012
- ✧ A weekly stipend will be paid: \$500.00 (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.**