

**MAGIC PEER ASSISTANT APPLICATION 2020**

(Week One) July 12—17, 2020

(Week Two) July 19—24, 2020

FIRST NAME:

LAST NAME:

ADDRESS:

CITY:

STATE:

ZIP:

CELL PHONE:

BIRTHDATE:

MSU EMAIL:

T-SHIRT SIZE:

☐ Small ☐ Medium ☐ Large ☐ XLarge ☐ XXLlarge

RACIAL IDENTIFICATION (Please check all that apply):

☐ African American/Black ☐ Asian American/Pacific Islander/Asian ☐ Chicano/Latinx ☐ Caucasian/White  
☐ American Indian/Native American/Indigenous ☐ Other, please specify:

GENDER (Check all that apply):

☐ Woman ☐ Man ☐ Transgender ☐ Non Binary ☐ Other ☐ Prefer not to answer**ACADEMIC INFORMATION**

MSU CLASS STANDING AS OF SUMMER 2020:

☐ FRESHMAN ☐ SOPHOMORE ☐ JUNIOR ☐ SENIORGRADUATION MONTH AND  
YEAR:

GPA:

MAJOR &amp; MINOR:

**SUMMER AVAILABILITY**WILL YOU BE AVAILABLE FOR THE MANDATORY PEER ASSISTANT ORIENTATION ON FRIDAY, JULY 10<sup>TH</sup>,  
2020 (9:00AM—4:00PM)? ☐ Yes ☐ NoWILL YOU BE TAKING CLASSES THIS  
SUMMER? If yes, which session?☐ 1st ☐ 2nd ☐ Both

LIST CREDIT HOURS PER SESSION:

1<sup>ST</sup> SESSION \_\_\_\_\_ 2<sup>ND</sup> SESSION \_\_\_\_\_WILL YOU HAVE ANY OTHER TIME COMMITMENTS THIS  
SUMMER? ☐ Yes ☐ No

LIST TIME COMMITMENTS:

\_\_\_\_\_  
\_\_\_\_\_WILL YOU BE EMPLOYED AT ANOTHER JOB THIS SUMMER? ☐ Yes ☐ No

IF YES, LIST WORK SCHEDULE:

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

**RELATED EXPERIENCE**DID YOU PARTICIPATE IN MAGIC? ☐ Yes ☐ No IF YES, WHEN? \_\_\_\_\_HAVE YOU EVER BEEN AN INTERCULTURAL AIDE (ICA)? ☐ Yes ☐ No IF YES, WHEN? \_\_\_\_\_HAVE YOU EVER BEEN A RESIDENT ASSISTANT (RA)? ☐ Yes ☐ No IF YES, WHEN? \_\_\_\_\_HAVE YOU EVER BEEN A SUMMER CONFERENCE ASSIST.? ☐ Yes ☐ No IF YES, WHEN? \_\_\_\_\_

### ADDITIONAL QUESTIONS

WHY DO YOU WANT TO BE A PEER ASSISTANT?

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WHAT DO YOU WANT TO LEARN BY BEING A PEER ASSISTANT?

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WHAT MAKES YOU THINK YOU WOULD BE A POSITIVE INFLUENCE ON THE NEXT GENERATION OF SPARTANS?

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**SAVE THE DATE: MAGIC PEER ASSISTANT INFORMATIONAL**  
**FRIDAY MARCH 13, 2020 (2:00PM) @ OCAT**  
*Get a jumpstart on your competition!!*

**APPLICATION MATERIALS ATTACHED MUST INCLUDE THE FOLLOWING IN ORDER TO BE CONSIDERED:**

- ☐ APPLICATION FORM (Pages 1-2 only)   ☐ RESUMÉ   ☐ ONE LETTER OF RECOMMENDATION  
☐ CURRENT GRADE REPORT (Official Transcript not necessary)

**PLEASE RETURN COMPLETED APPLICATION NO LATER THAN**  
**MARCH 27, 2020 (5:00PM) TO:**

OFFICE OF CULTURAL & ACADEMIC TRANSITIONS (OCAT)  
STUDENT SERVICES BUILDING • 556 EAST CIRCLE DR., ROOM 339 • EAST LANSING, MI 48824  
Phone: (517) 353-7745 • Fax: (517) 432-1495 • Email: [ocat@msu.edu](mailto:ocat@msu.edu) • Website: [www.ocat.msu.edu](http://www.ocat.msu.edu)

**I VERIFY THAT ALL OF THE INFORMATION ON THIS APPLICATION IS TRUE TO THE BEST OF MY KNOWLEDGE.**

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

## MAGIC PEER ASSISTANT JOB DESCRIPTION

### DESCRIPTION:

MAGIC Peer Assistants (PA) 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.

### SAVE THE DATE: MAGIC PEER ASSISTANT INFORMATIONAL FRIDAY MARCH 13, 2020 (2:00PM) @ OCAT

### QUALIFICATIONS:

Previous experience working in the MSU residence hall system as an ICA, Resident Assistant, 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 Michigan State University.
- **Must provide one letter of reference, a resume and have at least an overall 2.5 G.P.A.**
- Knowledge or understanding of working in a team with challenging situations.
- Demonstrates ability to work in fast paced and/or changing work environments.

### RESPONSIBILITIES:

- Assist with the supervision and coordination of MAGIC participants for two weeks of the MAGIC program: **July 12—24, 2020.**
- **Attend all staff meetings during the two weeks of MAGIC and required Peer Assistant Training on Friday, July 10, 2020 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.
- Build relationships with students and exemplify a positive role model and/or provide support to students during program as they begin transitioning to higher education environment.
- Demonstrate knowledge of conflict management resolution.

### CONDITIONS OF EMPLOYMENT:

- Must be fully available from **July 12—24, 2020.**
- **Must participate in Peer Assistant training on July 10, 2020 (9:00AM – 4:00PM).**
- Must be available for a minimum of 20 hours during daytime hours (8:00AM – 5:00PM) each week.
- Must be available from 5:00PM until 12:00AM (Midnight) or later the next morning for the entire program.
- No classes or work can be taken after 5:00 PM for the entire two weeks of program.
- Absolutely **NO** visitors for the duration of the Program.
- Must be available for assigned night duty from Midnight to 8:00AM.

### COMPENSATIONS:

- All housing and meals will be provided from **July 12—24, 2020**
- A weekly stipend will be paid: \$750.00 (subject to tax) & a Two-week Parking Pass.
- Great memories & invaluable and rewarding experience!

### APPLICATION MATERIALS ATTACHED **MUST** INCLUDE THE FOLLOWING IN ORDER TO BE CONSIDERED:

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