

MAGIC PEER ASSISTANT APPLICATION 2021

FIRST NAME:			LAST NAME:			
ADDRESS:					CITY:	
STATE:	ZIP:	CELL PHONE:			BIRTHDATE:	
MSU EMAIL:			T-SHIRT SIZE: <input type="checkbox"/> Small <input type="checkbox"/> Medium <input type="checkbox"/> Large <input type="checkbox"/> XLarge <input type="checkbox"/> XXLLarge			
RACIAL IDENTIFICATION (Please check all that apply): <input type="checkbox"/> African American/Black <input type="checkbox"/> Asian American/Pacific Islander/Asian <input type="checkbox"/> Chicano/Latinx <input type="checkbox"/> American Indian <input type="checkbox"/> Caucasian/White <input type="checkbox"/> Other, please specify:						
GENDER (Check all that apply): <input type="checkbox"/> Woman <input type="checkbox"/> Man <input type="checkbox"/> Cisgender <input type="checkbox"/> Transgender <input type="checkbox"/> Non-Binary <input type="checkbox"/> Other <input type="checkbox"/> Prefer not to answer						
ACADEMIC INFORMATION						
MSU CLASS STANDING AS OF SUMMER 2021: <input type="checkbox"/> FRESHMAN <input type="checkbox"/> SOPHOMORE <input type="checkbox"/> JUNIOR <input type="checkbox"/> SENIOR				GRADUATION MONTH AND YEAR:		GPA:
MAJOR & MINOR:						
WILL YOU HAVE ANY OTHER TIME COMMITMENTS THIS SUMMER? <input type="checkbox"/> Yes <input type="checkbox"/> No LIST TIME COMMITMENTS:						
WILL YOU BE EMPLOYED AT ANOTHER JOB THIS SUMMER? <input type="checkbox"/> Yes <input type="checkbox"/> No IF YES, LIST WORK SCHEDULE:						
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
RELATED EXPERIENCE						
DID YOU PARTICIPATE IN MAGIC? <input type="checkbox"/> Yes <input type="checkbox"/> No IF YES, WHEN? _____						
HAVE YOU EVER BEEN AN INTERCULTURAL AIDE (ICA)? <input type="checkbox"/> Yes <input type="checkbox"/> No IF YES, WHEN? _____						
HAVE YOU EVER BEEN A RESIDENT ASSISTANT (RA)? <input type="checkbox"/> Yes <input type="checkbox"/> No IF YES, WHEN? _____						
HAVE YOU EVER BEEN A SUMMER CONFERENCE ASSIST.? <input type="checkbox"/> Yes <input type="checkbox"/> No IF YES, WHEN? _____						

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 late afternoon activities, and for the development of positive rapport with MAGIC participants.

**SAVE THE DATE: MAGIC PEER ASSISTANT INFORMATIONAL
FRIDAY April 16, 2021 (1:00pm) during OCAT's Virtual Office Hours**

Zoom ID: ocatmsu Pass: ocat

Get a jumpstart on your competition!!

QUALIFICATIONS

- Demonstrate experience and sensitivity working with diverse students.
- Must not be on any current academic or disciplinary probation sanction with Michigan State University.
- Must have at least an overall 2.5 G.P.A.
- Strong interpersonal communication skills.
- Ability to work on a team and to be flexible.
- Ability to establish rapport with peers, students, and staff.
- Ability to serve as a role model demonstrating good judgement and ethical behavior.
- Zoom Navigation experience.

Preferred Qualifications

- Google Docs, Qualtrics/Survey experience.
- Experience leading (e.g. team/group/eboard/committee, etc.)
- Facilitation Experience.

RESPONSIBILITIES:

- Attend **required** Peer Assistant Orientation Training on Thursday & Friday, August 12 & 13, 2021.
- Assist with the supervision and coordination of MAGIC participants for one week of the MAGIC program: August 16—20, 2021 (9:00AM-12PM & 1:00PM-5:00PM EDT)
- Attend all staff meetings during the one week of MAGIC.
- Enforce program rules and regulations for participants.
- Enforce University and residence hall rules and regulations.
- Lead Team builders with assigned group.
- One-on-one contact with assigned students.
- Assist students in doing daily survey.
- Facilitate group discussion during PA Review
- Participate in all or some sessions throughout the week.
- Use Zoom to set up meetings with assigned teams.
- Speak from experience about college transition and success.
- Use a mentorship approach with students.
- Share campus and community resources.
- Perform other duties and tasks as assigned by OCAT staff.

CONDITIONS OF EMPLOYMENT:

- Must be fully available from August 16—20, 2021.
- Must participate in Peer Assistant training on August 12 & 13, 2021 (9:00AM – 12:00PM EDT).
- Must be available during daytime hours (8:00AM – 5:00PM EDT) each day.
- **No classes or work can be taken after 9:00 AM for the entire week of program.**
- Must be enrolled as an MSU undergraduate student during Fall 2021.

COMPENSATIONS:

- A stipend will be paid: \$750.00 (subject to tax).
- Great memories, invaluable and rewarding experience!

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

- ☐ APPLICATION FORM ☐ COVER LETTER & RESUMÉ ☐ CURRENT GRADE REPORT (Official Transcript not necessary)
- ☐ ONE LETTER OF RECOMMENDATION (not a student or family member)

PLEASE RETURN COMPLETED APPLICATION NO LATER THAN MAY 28, 2021 (5:00PM) TO
ocat@msu.edu with the following subject line: MAGIC Peer Assistant Application