

MAGIC PEER ASSISTANT APPLICATION 2022

FIRST NAME:		LAST NAME:	
PRONOUNS:		BIRTHDATE:	
ADDRESS:		CITY:	
STATE:	ZIP:	CELL PHONE:	
MSU EMAIL:		T-SHIRT SIZE: <input type="checkbox"/> Small <input type="checkbox"/> Medium <input type="checkbox"/> Large <input type="checkbox"/> X Large <input type="checkbox"/> XX Large	

RACIAL IDENTIFICATION (Please check all that apply):

- ☐ African American/Black ☐ Asian American/Pacific Islander/Asian ☐ Chicano/Latinx ☐ Indigenous/Native
☐ Caucasian/White ☐ Other _____

GENDER (Check all that apply):

- ☐ Woman ☐ Man ☐ Cisgender ☐ Transgender ☐ Non Binary ☐ Other _____ ☐ Prefer not to answer

ACADEMIC INFORMATION

MSU CLASS STANDING AS OF SUMMER 2022: <input type="checkbox"/> 1 st year <input type="checkbox"/> 2 nd year <input type="checkbox"/> 3 rd year <input type="checkbox"/> 4 th year	GRADUATION MONTH AND YEAR:	GPA:
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MAJOR & MINOR:

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 ASSISTANT? ☐ Yes ☐ 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.

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.

Preferred Qualifications

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

RESPONSIBILITIES:

- Assist with the supervision and coordination of MAGIC participants for two weeks of the MAGIC program: **July 10 - 15, 2022 & July 17 - 22, 2022.**
- Attend all staff meetings during the two weeks of MAGIC.
- **Attend required Peer Assistant Orientation Training on Friday, July 8, 2022, 9am to 4pm in Student Services Building Room 6 (Basement).**
- Conduct and facilitate activities for MAGIC participants of the program.
- 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/OCAT staff.

CONDITIONS OF EMPLOYMENT:

- Must be fully available from **July 10 to 22, 2022 in person.**
- **Must participate in Peer Assistant training on Friday, July 8, 2022 (9:00AM – 4:00PM) in person.**
- Must be available during daytime hours (8:00AM – 5:00PM EST) each day.
- No classes or work can be taken after 9:00 AM for the entire week of program.

COMPENSATIONS:

- A stipend will be paid: \$800.00 (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
FRIDAY, MARCH 18, 2022 (5:00PM EST) to**

**ocat@msu.edu with the following subject line: MAGIC Peer Assistant
OR drop off to OCAT office in 339 Student Services Building.**

Website: www.ocat.msu.edu