

2008-2009 ISOSU Internal Coordinator Application Packet

Dear Applicant,

Thank you for your interest in applying for a position at ISOSU. In this packet you will find the following:

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When turning in your application, please only submit the “2008-2009 ISOSU Staff Application” portion on pages 7-8, with the required essay, copy of your resume, and cover letter. The remaining materials are for your use. You are welcome to bring them to the interview if you have any specific questions you would like to address.

We look forward to receiving your application.

Sincerely,

Phuong Nguyen

PR Coordinator

ISOSU Hiring Co-Chair

lanphuongvietnam@yahoo.com

Application & Selection Process

For the 2008-2009 Academic Year

ISOSU Overview:

ISOSU is an organization that strives to be a “home away from home” to the nearly 1,000 international students at OSU. We seek to facilitate cross-cultural interaction by hosting events and programs that invite voices from around the world to be heard. We are committed to supporting and developing a wide range of international opportunities for the OSU community focusing on the education and appreciation of international issues and cultural diversity on campus.

ISOSU Coordinator Positions: Internal Development Coordinator

Please refer to the “Internal Coordinator Position Description” for more information.

Application Process:

To apply for the International Students of Oregon State University Internal Coordinator, please fulfill and submit the following by **5:00 PM, Thursday, July 31, 2008**.

1. 2008-2009 ISOSU Internal Coordinator Application Form (last pages 7-8)
2. Resume and cover letter addressing your related work, volunteer, and/or leadership experience
3. An essay addressing the following question:
 - *Please describe how you exemplify the qualities needed to be an effective member of the ISOSU Executive Team. What strengths can you bring to your position and in what way will this position enhance your personal growth?*
 - Please limit the essay to two pages typed and double-spaced.
4. Completed OSU General Activities Eligibility Form (attached)

Questions/Concerns?

Please contact Phuong Nguyen, ISOSU Hiring Co-Chair:

- ISOSU, 140 MU East Snell Hall
- Telephone: 541 – 737 - 6348
- Email: lanphuongvietnam@yahoo.com

Recruitment & Selection Process Timeline

<u>Dates</u>	<u>Process</u>
Wednesday, July 16 th	ISOSU Executive Team applications available at SLI Info. Desk, 149 MU East Snell Hall and online: http://oregonstate.edu/groups/isosu
Thursday, July 31 st 5:00 PM	Completed applications due to SLI Info. Desk, 149 MU East Snell Hall
August 19 th – August 21	Interview—please sign up for specific times when turning in the application
Friday, August 29 th	Hire letters will be available for pick-up at SLI Info. Desk, 149 MU East Snell Hall
Monday, September 15 th	Training with other ISOSU officers

Questions/Concerns?

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****OSU is an Affirmative Action/Equal Opportunity Employer**

Position Description

Internal Development Coordinator

- Facilitate discussions of the Leadership council meetings and follow up
 - Schedule Leadership Council meetings and formulate agenda, minutes
- Participate in affiliates' meetings, and developing team building, leadership and communication with the affiliates
- Develop workshops or activities that benefit OSU international students and multicultural students once a month
 - Arrange logistics for training workshops and/or Leadership retreats
 - Training: to develop team goals/expectations, creative programs and setting timelines
 - Leadership Retreat: provides team-building opportunities for the Affiliates and a better understanding of ISOSU and their relation to the Executive Team
- Work with Public Relations Coordinator to reflect affiliates and international students needs in the ISOSU action plans
- Work with External Development Coordinator in managing and arbitrating conflict within the ISOSU Executive Team
- Work together with External Development Coordinator to reflect affiliates and international students opinions to OSU and the Community
- Co-chair Hiring Committee
- Co-facilitate ISOSU Advisory Council with faculty advisor and support the mission and goals of the Council
- Work with Executive Team in developing expectations, yearly goals, program creation/implementation, reviewing governing documents, and setting timelines

Position Commitments & Qualifications

Commitments:

- Hired for the 2008-2009 Academic Year with the expectation of employment during fall, winter, and spring terms.
- Possibility to work during summer 2009.
- Expected to work an average of 13 hours per week (remuneration \$9.00/hour)

Qualifications:

- Must be enrolled at Oregon State University for at least six (6) academic credits per term during the 2008-09 academic year.
- Must maintain a cumulative 2.0 GPA or above.
- Must complete OSU General Activities Eligibility Form
- Must have experience working with a diverse group of individuals and an appreciation for diversity and international students' issues as well as willingness to support affiliates and international students at OSU
- Education, training, or experience sufficient to perform duties (preferably leadership experience and/or knowledge of the program)
- Knowledge of oral and written English sufficient to communicate ideas and exchange information.

Selection Criteria for Internal Coordinator Positions

Must

- Be aware of and assert of international students' issues
- Be open to different working styles
- Have strong communication skills
- Be a team player
- Well organized
- Be highly responsible and follow through
- Strongly commit to the team
- Be willing to support and encourage affiliates activities

Enthusiastic

- ✓ Willing to learn and grow.
- ✓ Demonstrates a positive attitude towards work and is dependable and committed.
- ✓ Knowledgeable about campus and community resources.
- ✓ Taking initiative to energize and motivate others.

Communication Skills

- ✓ Listens attentively and has a positive regard for the speaker.
- ✓ Asserts thoughts, ideas, and opinions clearly.
- ✓ Gives and accepts feedback.
- ✓ Conflict management skills

Leadership Potential

- ✓ Effectively facilitates a group.
- ✓ Willingness to develop ISOSU as an organization on the OSU campus.
- ✓ Encourages participation in the group from all members and seeks consensus.
- ✓ Advocates the needs and rights of International students.
- ✓ Able to make decisions in difficult situations.

Organized

- ✓ Able to prioritize tasks and complete them in a timely manner.
- ✓ Able to delegate tasks to others.

Compassionate

- ✓ Displays friendliness and openness to others.
- ✓ Shows commitment to help others grow and develop.
- ✓ Displays empathy and understanding of others.

Positive Role Model

- ✓ Possesses self-confidence and motivation.
- ✓ Articulates strengths and weaknesses.
- ✓ Displays maturity and accountability.
- ✓ Maintains a professional manner under all circumstances.

Sensitivity and Appreciation to Diversity

- ✓ Respects various values, beliefs, and backgrounds.

Application Form

Name: _____

(Last)

(First)

(Middle)

Email Address: _____

Phone Number: _____

Please place a check next to the category that describes you:

_____ Sophomore

_____ Junior

_____ Senior

_____ Graduate Student

Major: _____

Minor: _____

Expected graduation date: _____

Work Experience

Organization: _____

Title: _____

Responsibilities: _____

Start & End Date: _____

Organization: _____

Title: _____

Responsibilities: _____

Start & End Date: _____

Will you have any other job/ time commitments during the next school year?

yes **no**

If yes, please explain, also noting hour commitment for this other job.

I certify that the information I have provided in this application is valid. I have made the effort to accurately represent myself as a candidate for the ISOSU coordinator position at Oregon State University. I understand that access to my academic records will continue throughout my tenure as an ISOSU coordinator and I agree to remain as a part-time student in good academic standing. I understand that I may be subject to the dismissal if I do not maintain these standards.

Signature of applicant: _____ **Date:** _____