

Landis Center for Community Engagement  
MOSAIC Program Coordinator Application



To: MOSAIC Program Coordinator Applicant  
From: Martin Lacayo, Assistant Director of Student Engagement and Civic Leadership  
Re: Application Process and Timeline  
Date: October 22, 2019

Thank you for your interest in applying for a position with the Landis Center for Community Engagement. Please review the attached Program Coordinator Position Description and complete the application according to the instructions outlined below. The deadline for submission is **November 1, 2019 at 12:00 pm.**

The completed application along with the printed responses to the essay questions must be submitted to Mary Foulk at the Landis Center for Community Engagement (522 March Street office) by November 1, 2019 at 12:00 pm.

In addition to the application, applicants must also provide one electronic recommendation. Ideally, a Lafayette faculty or staff member should complete the recommendation form; however, first-year students may request the recommendation from a high school mentor or teacher. *By sending this link to the referee, you waive your right to access the information provided on the recommendation form.*

Please cut and paste the link below and inform the referee that the deadline for submission is November 1, 2019 at 12:00 pm:

[https://lafayettec.az1.qualtrics.com/jfe/form/SV\\_4H1raWRSWU8djAV](https://lafayettec.az1.qualtrics.com/jfe/form/SV_4H1raWRSWU8djAV)

Finally, please submit a current and professional resume, as you would if you were applying to any other employment opportunity. Please include relevant experience, especially with respect to leadership or volunteering. I encourage you to use the resources available to you through Career Services to develop and strengthen your resume.

<https://gateway.lafayette.edu/career-planning/crafting-resumes-cover-letters/>

If you are selected to proceed to the interview round, you will be asked to sign up for a 30 minute interview during the week of **November 11th, 2019.** Please utilize the resources available to you through Career Services to strengthen your interview skills.

<https://gateway.lafayette.edu/career-planning/interviewing/>

If you are selected as a MOSAIC Staff member for Spring 2020, you will be asked to attend a mandatory New Staff Orientation on Wednesday, December 4, 2019 from 4:00-6:00 pm. Additionally, MOSAIC Program Coordinators are required to attend a retreat on Friday, January 31, 2020 and Saturday, February 1, 2020.

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MOSAIC Program Coordinator Application

Candidates who are not selected will receive feedback regarding areas of improvement. Please contact Martin Lacayo at [lacayoo@lafayette.edu](mailto:lacayoo@lafayette.edu) with any questions about this process.

**MOSAIC Program Coordinator  
Position Description**

The Landis Center for Community Engagement seeks passionate, committed students to serve as program coordinators for the MOSAIC Program. Through mutually-beneficial partnerships with local community organizations, the Landis Center for Community Engagement promotes intellectual growth, civic leadership, and active citizenship for students through meaningful, productive, and effective service experiences.

**Job Responsibilities**

MOSAIC Program Coordinators recruit, train, educate and reflect with student volunteers, serve as liaisons with our community partners, and participate in regular leadership development opportunities. Responsibilities include participation in a staff retreat each semester, staff meetings, team meetings and co-ordination of a large-scale campus event. Additionally, program coordinators hold weekly office hours, submit regular paperwork, and ensure volunteers have completed all necessary requirements for participation.

**Desired Qualifications**

Our ideal applicant will possess:

- Passion for a particular issue and/or program
- Willingness to go beyond stated responsibilities for continuous improvement
- Demonstrated capacity for critical thinking around complex social issues
- Ability to commit between 5-8 hours per week to MOSAIC responsibilities
- Previous volunteer experiences and/or leadership skills transferable to a MOSAIC program

Additionally, we seek applicants who are:

- Professional, mature, and congruent in values
- Positive and flexible during times of challenge or change
- Self-motivated and able to manage multiple responsibilities simultaneously
- Resourceful and organized

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**Section I: Personal Information**

Name: \_\_\_\_\_ Class of: \_\_\_\_\_

Campus Address \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Email address: \_\_\_\_\_ Birth date: \_\_\_\_\_

Major(s): \_\_\_\_\_ Minor: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Do you have a driver's license?	Yes	No
If yes, have you had it for at least one year?	Yes	No
If eligible, are you willing to become certified to drive the college vans?	Yes	No
Are you eligible for Federal Work Study through the Financial Aid Office?	Yes	No
If yes, would you like to be considered for a position with the America Reads Tutoring Program?	Yes	No

**Section II: Commitments**

**1. List all jobs, including time commitments (hrs/week, semester):**

**2. Academic commitments (check all that apply)**

Teaching Associate

Writing Associate

Honors Research

Other (please explain)

**3. Co-curricular commitments (check all that apply)**

Resident Advisor

Greek Leadership Position

Student Organization Leadership Position

Landis Center for Community Engagement  
MOSAIC Program Coordinator Application

Other (please explain)

4. Do you intend to study abroad? Yes No                      If yes, when?: \_\_\_\_\_

**Section V: Essay Questions**

Please format your responses to the following questions so they are each answered on a separate page with the question number to begin. Each page should also include your name. Double-space your responses. Please print your responses and attach them to this application.

1. With knowledge of the job description for a Program Coordinator, how would you advance the mission of the Landis Center for Community Engagement? (~300 words)
2. The Landis Center for Community Engagement is committed to creating an environment that is welcoming and affirming of people of diverse backgrounds, in thought, in action, in experiences, and in individual identities. How will you contribute to this environment? (~300 words)
3. Please describe a time where your values were called into question and your response to this situation. What did you learn from this experience? (~300 words)
4. Please describe a situation where things did not go as you had planned. How did you respond and what did you take away from this experience? (~300 words)