

## Application Instructions:

- Applications are available from the Student Leadership Centre (2<sup>nd</sup> Floor FNCC) or online at [waterloo.mylaurier.ca/leadership/download](http://waterloo.mylaurier.ca/leadership/download)
- Interested applicants are encouraged to attend one of the Information Sessions being held in the Student Leadership Centre:
  - Tuesday February 7<sup>th</sup>, 2012 @ 5:30pm
  - Thursday February 16<sup>th</sup>, 2012 @ 5:30pm
  - Wednesday February 29<sup>th</sup>, 2012 @ 5:30pm
- **Applications are due Friday March 2<sup>nd</sup>, 2012 by 4:30pm to the SLC.**
- **Applicants will be asked to select an available interview time for March 8<sup>th</sup> or 9<sup>th</sup> when they drop off their application.** Applicants will be asked to prepare a 3 minute (maximum) presentation on a leadership skill, topic or theory of their choosing. For example, you may choose facilitation skills, role modeling, communication skills, team building, conflict mediation, stages of group development, etc. Interviews will last approximately 30 minutes.
- Emails will be sent on **Tuesday March 13<sup>th</sup>** to notify applicants of the hiring committee's decision. Successful applicants must sign and return their offer letters by **Friday March 16<sup>th</sup>** to the SLC.

## Hiring Timeline

Applications Available:	Monday February 6 <sup>th</sup>
<b>Applications Due:</b>	<b>Friday March 2<sup>nd</sup>, 4:30pm</b>
Information Sessions:	Feb. 7 <sup>th</sup> , 16 <sup>th</sup> , 29 <sup>th</sup> @ 5:30pm Student Leadership Centre
Interviews:	March 8 <sup>th</sup> or 9 <sup>th</sup>
Offers:	March 13 <sup>th</sup>
<b>Mandatory Training for successful applicants:</b>	Friday Mar. 30 <sup>th</sup> 3:30pm - 6:30pm

### Questions about the application process?

**Drew Piticco**  
Manager, Student Leadership Centre  
Ext. 4404  
[dpiticco@wlu.ca](mailto:dpiticco@wlu.ca)

**Amanda McGowan**  
Coordinator, Student Leadership Centre  
Ext. 3974  
[amcgowan@wlu.ca](mailto:amcgowan@wlu.ca)

# Leadership Ambassador 2012-2013 Volunteer Position Description

## Preamble:

The Student Leadership Centre is seeking Wilfrid Laurier University students who are passionate about leadership for the Leadership Ambassador Team. The LAT is comprised of twelve Leadership Ambassador volunteers. We are seeking students with a variety of backgrounds and leadership experiences that contribute to a well-rounded team. The Leadership Ambassador position lasts the entire 8 month academic year and is a significant time commitment which **should be considered the only primary extra-curricular activity.**

## Qualifications:

- Demonstrated interest in leadership
- Desire to assist students with leadership development
- Willing to commit a minimum of 5 hours up to a maximum of 10 hours per week
- Able to work effectively on a team
- Coachable
- Creative, innovative, dependable, reliable, positive and organized
- Desire to develop and deliver workshops and presentations to students
- Effective and engaging communication skills

## Position Requirements

### Student Leadership Centre

- Hold office hours each week in the Student Leadership Centre (4 hours) dedicated to the enhancement of Student Leadership Centre initiatives and programs
- Assist with the development of the Student Leadership Centre by researching possible resources, activities or programs
- Act as a mentor to students examining their leadership skills through one on one consultation in the Student Leadership Centre
- Assist with marketing the Student Leadership Centre
- Assist in the development and maintenance of partnership between the Student Leadership Centre and other campus departments
- Assist in the promotion, communication, integration and administration of WLU's Co-Curricular Record.

### Leadership Workshops

- Develop and present training workshops on a variety of topics for students
- Provide customized workshops for various student groups and campus partners
- Provide input on developing new workshops for students
- Work with campus partners on collaborative workshop series (e.g. Diversity & Equity Office's Certificate Program)
- Support Leadership Ambassador Team by attending other Ambassador's workshops to participate, support and provide feedback

### Other Responsibilities

- Meet weekly with the Leadership Ambassador Team and Coordinator, Student Leadership
- Facilitate activities aimed at developing the Leadership Ambassador team
- Attend mandatory training sessions in early April, September and January
- Attend mandatory AODA training
- Support all programming initiatives within the Student Leadership Centre
- Be familiar with the Student Leadership Centre website
- Provide suggestions for expanding the SLC programming through brainstorming and consulting with student groups
- Act as a role model for other student leaders and campus organizations
- Provide information on student involvement opportunities related to campus activities and organizations
- Support and attend annual Student Leadership Centre initiatives (e.g. Leadership Summit)
- Other tasks as assigned by the Coordinator and Manager, Student Leadership Centre

**Application for Leadership Ambassador 2012-2013**

Name: \_\_\_\_\_  
Surname Given names

WLU Student Number: \_\_\_\_\_ WLU Email: \_\_\_\_\_

Local Phone Number: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Academic Year: \_\_\_\_\_ Academic Major: \_\_\_\_\_

Co-op:  Yes  NO If Yes, which term?  Fall or  Winter

Have you ever participated in an SLC workshop or program?  Yes  No

If yes, what program (name of workshop, ARW, TBA, etc.)? \_\_\_\_\_

**\*Note:** There are three mandatory team training opportunities that take place in early April, mid September, and early January (specific dates and times to be confirmed). These sessions often take place on a weekend and certainly outside of class time. **It is a requirement of the role of Leadership Ambassador that you attend ALL team training sessions.**

**If successful in the position of Leadership Ambassador, I will attend all training sessions regardless of other co-curricular commitments that may conflict.**  Yes  No

Please list any extracurricular involvements anticipated or likely for the 2012-2013 academic year: ***(Please note: The Leadership Ambassador role is a significant time commitment and should be treated as the only primary extracurricular activity)***\* Acknowledging the role as a primary commitment indicates that it will hold priority over other co-curricular commitments in times of scheduling conflict.

To help us in assessing your qualifications for a Leadership Ambassador position, please respond to the following questions. All answers combined should be no more than 1000 words. Answers should be typed and double-spaced.

1. Explain your personal philosophy of leadership and elaborate on your interest(s) in the area of leadership.
2. Describe the contributions you will make to the Student Leadership Centre and Leadership Ambassador team in addition to what you hope to gain from being a Leadership Ambassador.
3. Please describe your reason(s) for applying to the position of Leadership Ambassador. Secondly, describe personal skill(s) or experience(s) that will assist you in the position.

**Please submit your Co-Curricular Record with your application in order to highlight past leadership experiences and to serve as a possible source of references. If you do not have a Co-Curricular Record please attach two WLU references with contact information.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Applications Due: Friday, March 2<sup>nd</sup>, 2012 by 4:30pm to:**  
Amanda McGowan – Coordinator, Student Leadership Centre (2<sup>nd</sup> Floor FNCC)  
**Please be prepared to sign up for an interview time on March 8<sup>th</sup> or 9<sup>th</sup>**