

## **Application For Community Connections Assistantship** **Fall 2009-Spring 2010**

Please read all preliminary information before filling out the application questions. It is important that you carefully review your responsibilities before committing yourself by applying.

### **Mission Statement**

**The goal of Community Connections is to act as a liaison between faculty and students at Carson-Newman College and non-profit organizations in the community. In doing so, we promote service learning and civic engagement by connecting students and faculty with community needs and visions.**

### **Background**

Community Connections is a student led organization sponsored by the C-N Bonner Center for Service Learning and Civic Engagement. We are finishing our eleventh year as a campus organization. The idea for Community Connections developed from a meeting between students, faculty members, and local community members who had a common vision: to bring the campus and community together through meeting the needs of others. Community Connections has grown into a well-known networking organization. Members must be knowledgeable about both community organizations and the Carson-Newman College population in order to be a successful link between the two.

### **Goals**

- Match student volunteers and faculty teaching community-related courses with needs in the community.
- Develop programs to meet the needs of participating faculty, students and community organization.
- Create an atmosphere of service learning and civic engagement across campus by incorporating service into the body of accomplishment of each student upon graduating Carson-Newman.
- To become a recognized and consistent community/campus organization that provides effective and efficient methods of linking faculty resources and student volunteers for community needs.

### **Scholarship Award**

The scholarship award for a team member position is \$1200 per year, or \$600 per semester.

## **Orientation and Training**

- 1.** An orientation program will be offered before or during the fall semester developed by the student director in collaboration with the faculty director of the Bonner Center. The director will coordinate dates with members prior to summer break.
- 2.** At the beginning of the school year, frequent meetings with the student director and faculty advisor may be required. These meetings will help to facilitate gaining leadership roles, and assist new members in getting accustomed to the office space, equipment, roles, and responsibilities.
- 3.** A weekly meeting with the entire team, as well as the director, will be required to provide training and instruction. Meeting times will be established once the team has been chosen.

## **Expectations**

- 1.** Members will be expected to participate in the scheduled orientation and trainings throughout the year, except in the event of normal excusable absences (sickness, etc.)
- 2.** Members will go through training led by the student director in collaboration with the faculty director and will take on increasingly more difficult and complex tasks and responsibilities throughout the year.
- 3.** Members must maintain a flexible, adaptable, and energetic attitude. A member must be open to developing new strategies, and strive to be a creative problem solver. Members must be student leaders, eager to build and maintain community service initiatives across a broad spectrum of needs in the community.
- 4.** Members must be able to cooperate and communicate well with peer leadership. The Director of Community Connections will be a fellow student – not a faculty member. Therefore, members must be able to accept and cooperate with their student director.
- 5.** Members must consider the possibility of accepting the position of director the following year. Although it is not mandatory or guaranteed, it is likely that one of the current members will become the director if he or she continues their work with Community Connections.
- 6.** Members must have a vision and goal that is concurrent with the goals of Community Connections: to match the diverse talents of college students and plans of faculty with the needs of the community through service.
- 7.** Members will also be expected to share creative ideas with the director and other team members in an on-going effort to improve Community Connection's effectiveness on campus and in the community.

8. Members are expected to be self-motivated. A lot of the aspects of Community Connections involves being able to work unsupervised and to find tasks to accomplish when there is seemingly nothing to do.

### **Roles and Responsibilities**

1. Members will be expected to hold a **minimum of 4 office hours** per week to be completed on at least two different days in the Community Connections office, in addition to a **weekly meeting** with the Director (lasting no more than 1 hour).

2. These hours will include office work, and must pertain to Community Connections. Such tasks may include posting volunteer requests over the campus e-mail, making flyers or posters announcing service needs, contacting students and community members, matching volunteers with service needs, contacting local service agencies, and contacting faculty members or departments.

3. Members will be responsible (where applicable) for attending community meetings with the director, or, in the absence of the director, to maintain representation at community and campus meetings.

4. Members will be responsible for recording their service hours (office hours, plus any other Community Connections related work outside the office) and reporting to the Director and Faculty Advisor.

5. Members may be responsible for entering data into a database for service programs (but no prior knowledge of this database entry is required).

6. Members will be held responsible for staying aware of local events and community service related topics, in order to maintain a consistently conscious group of leadership on the Community Connections team.

### **Limitations**

1. We cannot accept applicants with grade point averages below 2.5.  
What is your current GPA? (As of January, 2009) \_\_\_\_\_

2. Under no circumstances will we accept an application from an individual who cannot commit to the minimum office hour requirements (i.e. student teaching or studying abroad).

3. Preferences given to students who are currently a freshman or sophomore.

**Please type your response to the following questions:**

1. Describe a leadership position you have held and explain the skills you developed that would make you suitable for the Community Connections Assistantship.
2. Please describe what the phrase “Team Player” means to you, and explain the ways in which you meet this description.
3. What skills, interests, or abilities do you have that would best qualify you for this position and this scholarship? What strengths or visions might you add to the program if you are chosen as an assistant?
4. Please list what community service you have participated in during this last year, including the duration and your responsibilities.
5. What three adjectives describe your leadership skills and work habits? Explain.
6. Explain why the goals of Community Connections are important to you, and what you will do to fulfill these goals if you are chosen?

**Background/ Recommendation**

Please sign here to give the selection committee permission to view your academic records: \_\_\_\_\_

1. How many hours of classes will you be taking next fall? After viewing the materials outlining your expected roles and responsibilities, do you think this assistantship will put great strain on your academic achievement? Why or why not? How will it help your goals as a student here at C-N?
2. What other leadership positions do you also anticipate holding during your term as a member of Community Connections? What are the participation requirements of those leadership positions? Do you expect that those leadership commitments will strongly conflict with your effectiveness as a member of Community Connections?
3. What is your major? What are your potential career goals? What social need or problem is most pertinent to you? How do the answers to these questions relate to your desire to be a part of Community Connections?
4. Are you planning on student teaching or studying abroad anytime in the future? If so, when?
5. Please include the name and phone number of a CNC faculty member who can give an analysis of your leadership qualities and suitability for this responsibility.
6. Please include your e-mail address and a telephone number where we can contact you to set up an interview time.

**Deadline for Submission of Application is March 11<sup>th</sup> by 4 pm. Interviews will be held after Spring Break, we will contact you for an interview time.**