



Department of Multicultural Student Affairs
2012 SYMPOSIUM PROGRAMS

Symposium Counselor Selection Process & Information Packet

TENTATIVE SCHEDULE FOR THE 2012 SYMPOSIUM PROGRAMS

AFRICAN AMERICAN SYMPOSIUM

(1983- PRESENT)



Session I: Wednesday, August 8 – Thursday, August 19, 2012

Session II: Friday, August 10 – Saturday, August 11, 2012

20 Counselors and 4 alternates will be hired

NATIVE AMERICAN SYMPOSIUM

(2001- PRESENT)



Monday, August 13 – Tuesday, August 14, 2012

3 Counselors and 2 alternates will be hired

HISPANIC/ LATINO SYMPOSIUM

(2010 - PRESENT)



Friday, August 10 – Saturday, August 11, 2012

8 Counselors and 4 alternates will be hired

LATE SYMPOSIUM

Wednesday, August 15, 2012

Counselors will be determined in August 2012

General Information

Symposium Counselors are critical components in the administration of the African American Symposium, Native American Symposium, and Hispanic/Latino Symposium. These programs are held in cooperation with the University's required New Student Orientation Program for first year and transfer students. The primary purposes of Symposium are as follows:

1. To promote the academic achievement of first year and transfer students with an emphasis on their cultural experience.
2. To provide students with a firm foundation of self-knowledge and information to effectively navigate the challenges of underrepresentation at NC State University.
3. To provide students and parents with important information about resources and support services essential to the advancement of first year and transfer students at NC State.

APPLICATION DEADLINE:

Applications must be received by 11:59 P.M., Friday, February 3, 2012

For Additional Information: Call the Department of Multicultural Student Affairs at (919) 515-3835.

Applications must be submitted online at

<http://harvest.cals.ncsu.edu/surveybuilder/wrap/form.cfm?testID=13766>

Please read all instructions and see sample application prior to beginning the online application.

GENERAL ELIGIBILITY:

Candidates for these positions must be available full/part-time May 9th -12th (spring training) and August 3rd - 11th for the African American Symposium (includes fall training), or August 3rd -11th for the Hispanic/Latino Symposium (includes fall training) and August 3rd -14th for the Native American Symposium (includes training). Applicants can attend first and second summer session. For those students residing on campus, housing will be provided by the University for both the training and Symposium dates indicated above. Special consideration for Counselor positions may be given to those students who have successfully served or will be serving as Peer Mentors to freshmen in 2011. The following criteria will be used to evaluate applicants:

- *Communication skills
- *Reliability/trustworthiness
- *Availability (Counselors must attend training sessions and work the entire duration of the Symposium sessions)
- *Experience working with large student groups (preferred but not required)
- *Formal interview

Requirements

We are currently seeking applicants to serve as Symposium Counselors for the following programs:

African American Symposium - 20 positions available including 4 alternates

Hispanic/Latino Symposium - 8 positions available including 4 alternates

Native American Symposium -3 positions available including 2 alternates

All Undergraduate students meeting the following requirements are encouraged to apply:

- Currently enrolled undergraduate men/women
- Good academic standing with the University
- Have completed at least one semester at NC State University
- Have at least a 2.7 total grade point average
- Will be an undergraduate student that will be enrolled for the Fall 2012 semester.
- Available for employment as follows:
 - **African American Symposium (Stipend ~ \$800):**
 - Wednesday, May 9th - Saturday, May 12th (spring training)
 - Friday, August 3rd - Tuesday, August 7th (fall training)
 - Wednesday, August 8th - Saturday, August 11th (Symposium Sessions I & II)
 - **Native American Symposium (Stipend ~\$600)**
 - Wednesday, May 9th - Saturday, May 12th (spring training)
 - Friday, August 3rd - Thursday, August 9th (fall training)
 - Monday, August 13th - Tuesday, August 14th (Symposium)
 - **Hispanic/Latino Symposium (Stipend ~\$600):**
 - Wednesday, May 9th - Sunday, May 12th (spring training)
 - Friday, August 3rd - Thursday, August 9th- (fall training)
 - Friday, August 10th - Saturday, August 11th (Symposium)

Applicants are encouraged to attend one of the information sessions below to gain more information about the positions. Each information session will last approximately 30 minutes.

INFORMATION SESSIONS:

**Information Sessions will be held daily from
January 23rd – January 26th, 2012.**

Monday, January 23, 2012

- ***201 Witherspoon Student Center***
 - **12:00 Noon & 4:00 P.M.**
- ***Multicultural Student Affairs (1107 Pullen Hall)***
 - **6:00 P.M.**

Tuesday, January 24, 2012

- ***Multicultural Student Affairs (1107 Pullen Hall)***
 - **4:00 P.M.**

Wednesday, January 25, 2012

- ***201 Witherspoon Student Center***
 - **10:00 A.M. & 3:00 P.M.**

Thursday, January 26, 2012

- ***Multicultural Student Affairs (1107 Pullen Hall)***
 - **10:00 A.M., 12:00 Noon & 4:00 P.M.**

EVERYTHING you need to know about the African American Symposium, Native American Symposium & Hispanic/Latino Symposium COUNSELOR positions:

Symposium Counselor positions are limited to current undergraduate students who will also be enrolled during the Fall 2012 semester.

To be considered an eligible applicant, you must meet the following minimum requirements:

- ❖ Maintain a minimum total grade point average of 2.7 (throughout Fall 2011 and Spring 2012 semesters)
- ❖ Possess excellent communication skills
- ❖ Be dependable and trustworthy
- ❖ Have experience working with large groups and/or leadership experience preferred
- ❖ Be available during required training week and dates of employment **see specific dates above.**
- ❖ Satisfactory performance in individual and group interviews

Job Description

Assist the professional staff in the Department of Multicultural Student Affairs with the coordination of the Symposium sessions. Duties include, but are not limited to the following:

- ❖ Ensure that scheduled speakers, room set-ups, catering and materials are in place
- ❖ Serve as a knowledgeable resource to first year students and their parents
- ❖ Assist with residence hall check-in
- ❖ Conduct registration
- ❖ Present a personal reflection on your college experience
- ❖ Serve on a student panel for the parents' or students' information session
- ❖ Assist with the recruitment and supervision of Symposium volunteers
- ❖ Coordinate evening programs/activities
- ❖ Other duties as assigned or required

Salary & Benefits

- ❖ \$600 or \$800 salary
- ❖ Free housing during training and Symposium for students residing on campus
- ❖ Some meals provided

Dates of Employment

- ❖ Spring Visitation Day hosted by the Office of Undergraduate Admissions- TBA
- ❖ Spring and Fall Training Weeks
- ❖ Symposium Sessions:

African American Symposium

Session I: Wednesday, August 8 - Thursday, August 9, 2012

Session II: Friday, August 10 - Saturday, August 11, 2012

Native American Symposium

Monday, August 13 - Tuesday, August 14, 2012

Hispanic/Latino Symposium

Friday, August 10 - Saturday, August 11, 2012

Late Symposium

Wednesday, August 15, 2012

Application

- ❖ Preference is given to students who serve in the Peer Mentor Program
- ❖ Previous attendance at one of the Symposium programs is not required
- ❖ Be sure to complete the questions on the back of the application. Put thought into your answers. Answers must be typed. (Examples of previous counseling experience might be Upward Bound, peer mediator, peer mentor, tutor/volunteer with community program, or leadership roles you have occupied)

Application Deadline: Friday, February 3, 2012 at 11:59pm

Applications must be submitted online at

<http://harvest.cals.ncsu.edu/surveybuilder/wrap/form.cfm?testID=13766>

Selection Process:

- ❖ After application is submitted, you will be asked to sign up for an individual and group interview time.
- ❖ Sign up for interviews will take place Tuesday, February 7 - Thursday, February 9, 2012
- ❖ Interviews will take place Monday, February 13 - Thursday, February 16, 2012
- ❖ All applicants will be notified of their status by Friday, February 24, 2012
- ❖ Offers will be extended to 20 students to serve as 2012 African American Symposium Counselors.
- ❖ Offers will be extended to 8 students to serve as 2012 Hispanic/Latino Symposium Counselors.
- ❖ Offers will be extended to 3 students to serve as 2012 Native American Symposium Counselors
- ❖ Offers will be extended to 2-4 students to serve as alternates for each of the programs.
- ❖ Applicants not offered a position will receive thank you letters and encouraging them to apply next year.
- ❖ Monthly Symposium staff meetings will be held in March, April and May.

Commonly Asked Questions:

- ❖ ***If I am a freshman or first year student, should I apply? What are my chances of being selected?***
-Yes, every year our staff includes students that have just completed their first year.
- ❖ ***What are my chances of serving as a Counselor if I am selected as an alternate?***
-Every year students who are selected as alternates have the opportunity to serve as Counselors. Students that decline the Counselor position do so for internships and job opportunities, study abroad, etc. Some students are removed from Counselor positions for failure to maintain the required minimum GPA throughout the spring semester. For these reasons, alternates are invited to staff meetings, asked to work African American Visitation Day, Latino Visitation Day or Native American Visitation Day and any other activities throughout the spring semester, in order to keep everyone in the information loop. Every year 2 or more alternates end up serving as Counselors.
- ❖ ***Should I apply if I am simultaneously seeking a summer internship?***
-Yes, you will know if you have been selected as a Symposium Counselor by mid-February. Your summer internship will need to end by August 5th to allow you to serve as a Counselor. Please let us know immediately if you will not be able to serve as a counselor due to internship conflicts.
- ❖ ***Can I work a second job if I am a Symposium Counselor?***
-You must be available 100% when Symposium is in session in addition to when you are scheduled for training, information sessions, or to work in the office. Otherwise, your free time is yours. (In other words, as long as it does not interfere with your work schedule.) This work schedule is your first priority and everything else should work around it.
- ❖ ***If I am attending 2nd summer session at NC State should I apply?***
-There is no schedule conflict with attending 2nd summer session and serving as a Symposium Counselor.
- ❖ ***What if I have previously served as a Symposium Counselor? Should I still apply?***
-Absolutely, former Symposium Counselors who will return as undergraduates in the Fall 2012 semester are eligible to apply again and in most instances will not have to participate in the interview process. Your selection will be based on your previous performance as a Counselor and current academic standing.
- ❖ ***If I plan to serve as a Resident Advisor for the Fall 2012 year should I apply?***
-No, your training and work schedule with University Housing will not permit you to serve as a Counselor. (No exceptions) You might consider volunteering with the Symposium in August if your schedule permits.
- ❖ ***If I plan to serve as a Counselor for New Student Orientation or Parent Orientation should I apply?***
-Yes, there are no schedule conflicts with these programs unless you are applying to work with the Native American Symposium which conflicts with the final session of orientations in August. You could work with the African American Symposium or Hispanic/Latino Symposium.