



## **nuSERVES Team Leader Application**

### **Overview & Responsibilities**

nuSERVES offers fifty incoming first-year Northeastern students an opportunity to explore their new community through community service. Students learn about their new neighborhood and the strengths and challenges of the communities through the integration of educational workshops, trainings, and reflection. This knowledge is then applied to various service projects in the greater Boston community.

nuSERVES Team Leaders serve as an integral member of the nuSERVES staff, assisting in the implementation of the program and leading a group of first-year students throughout the week. Team leaders are mentors and leaders for the service experience, as well as the introduction to the Northeastern community and lifestyle.

### **Trainings & Program Attendance**

- Team Leaders are required to attend all trainings and program-related events starting on Saturday, August 24<sup>th</sup> through Friday, August 30<sup>th</sup>. TLs **MUST** be available for this ENTIRE time frame. nuSERVES training and program days are full days, so TLs can expect to be busy from 8am-10pm (times subject to change) daily.

### **1<sup>st</sup> Year Student Support**

- Team Leaders will work with 2-3 other student Team Leaders to lead 10-15 first-year student participants.
- Team Leaders are role models for the first-year students, assisting them in their transition into the NU community, as well as guiding them through their direct service, education, and reflection activities.
- Team Leaders will lead their group to events, service projects, campus tours and tours throughout the city, and must be comfortable using public transportation in Boston and speaking to and leading a group.
- Team Leaders are expected to identify and address any problems or conflicts within their teams and keep Center of Community Service staff informed if anything arises.

### **nuSERVES Team Leader Eligibility**

- A current 1<sup>st</sup>-4<sup>th</sup> year student at Northeastern University in good academic (above a 2.0 GPA), financial (no outstanding balances), and disciplinary (no pending cases with OSCCR) standing.
- Prior community service, leadership experience, and/or on-campus involvement strongly recommended.
- Prior participation in nuSERVES is encouraged but not required
- Energy and excitement to guide and support first year students is a **MUST!**
- Team Leaders **MUST** be available to arrive on campus by noon on Saturday, August 24<sup>th</sup>. TLs planning to live on-campus for the Fall 2012 semester will be able to move-in to their residence on Saturday, August 24<sup>th</sup> (housing will waive your early move-in fee). Team Leaders planning to live off-campus **MUST** secure their own housing during the nuSERVES training and program period.
- ALL nuSERVES participants will refrain from using drugs or alcohol during the nuSERVES program and Team Leader Training.

- Team Leaders must adhere to the Northeastern University Student Code of Conduct. Failure to adhere may lead to dismissal from the program and reporting to the Office of Student Conduct and Conflict Resolution.

**nuSERVES Team Leader Application DUE: Friday, April 5<sup>th</sup> at 5pm**

**Part I: Personal Information**

**Name:** \_\_\_\_\_ **NU ID#:** \_\_\_\_\_

**College:** \_\_\_\_\_ **Major:** \_\_\_\_\_

**Expected Year of Graduation:** \_\_\_\_\_ **Cumulative GPA:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Will you be on co-op during the July-December '12 timeframe?** Yes or No

**Will you be living on- or off-campus during the nuSERVES program week?**

\_\_\_ On-campus (building: \_\_\_\_\_) \_\_\_ Off-campus

**T-shirt size:** \_\_\_ Small \_\_\_ Medium \_\_\_ Large \_\_\_ X-Large \_\_\_ XX-Large \_\_\_ Other:

**Part II: Experience**

**A. Please attach a copy of your resume to this application, including references.**

**B. Please answer the following questions. Limit your answers to a total of four double-spaced typed pages.**

1. Why are you interested in the position of nuSERVES Team Leader? Why are you qualified for the role?
2. The Center of Community Service values and relies heavily on teamwork and leadership. Describe an experience in which your leadership skills contributed to the successful accomplishment of a group goal.
3. What advice would you give a new first-year student about Northeastern?
4. Describe a memorable community service experience. What lessons did you learn from this experience that you can apply to your role as a nuSERVES Team Leader?

### **Part III: Certification of Eligibility**

*Please read the following statement and sign below (electronic signatures are acceptable).*

**“I certify that the information provided herein is true and my own. I have read the Team Leader responsibilities and understand the responsibilities and commitments of the Team Leader position in nuSERVES. I certify that I am currently a student at Northeastern University in good academic, financial, and disciplinary standing. I know of no reason why I would be ineligible to hold the position of Team Leader in nuSERVES.”**

**Signature:**

**Date:**

### **Part IV: Application Checklist**

I carefully read the overview and job responsibilities and am qualified for this position.

I have filled out all of the required personal information on page 2.

I have attached a copy of my resume.

I have attached a list of 3 professional/personal references.

I have reviewed the nu SERVES dates and my housing situation and am definitely available for the program.

I have responded to all short answer questions and have not exceeded the total of 4 typed double-spaced pages.

I have emailed or hand delivered my application to the Center of Community Service, Attn: Hilary Sullivan, 212 Columbus Place or [h.sullivan@neu.edu](mailto:h.sullivan@neu.edu) by Friday, April 5<sup>th</sup> at 5pm.

I will sign up/inquire about a group interview upon submitting this application.

### **Contact Information**

*For more information, please contact*

Hilary Sullivan  
Associate Director, Service & Community Partnerships  
Northeastern University Center of Community Service  
212 Columbus Place  
Phone: 617-373-5838  
E-mail: [h.sullivan@neu.edu](mailto:h.sullivan@neu.edu)