OFFICE OF PITTSERVES
UNIVERSITY OF PITTSBURGH

STUDENT CIVIC ENGAGEMENT COUNCIL (SCEC) APPLICATION 2017

Important Information for SCEC Applicants
Please review the following information carefully.

Application Requirements and Deadline Information

DEADLINE: Applications, personal resume and all references are due no later than Wednesday, February 22, 2017 at 5:00 pm. Please print and deliver your completed application to 923 WPU. Incomplete applications will not be reviewed.

GPA REQUIREMENT: All applicants must have a 2.50 or higher cumulative GPA by the end of the Fall 2016 Semester and at the end of the Spring 2017 Semester in order to continue as a member if hired.

Interview and Selection Timeline

INTERVIEW: Applicants will be contacted no later than Friday, February 24, 2017 via e-mail if invited for a group interview. Group interviews will occur February 26 and 27, 2017. Applicants will be contacted no later than 9 pm on March 1, 2017 via email if invited for an individual interview. Individual interviews will take place Friday, March 3, 2017 and Monday, March 13 through Thursday, March 16, 2017 and will be scheduled for 45 minutes based on your availability.

NOTIFICATION: All applicants will be notified regarding their selection no later than 5 pm on Friday, March 25, 2016. Applicants must be cleared both academically and judicially prior to being accepted for a position within the Student Civic Engagement Council.

If you have questions about the SCEC position or the selection process, please contact the Office of PittServes at 412-648-7211 or e-mail Angela Gordon at agordon@pitt.edu.
OFFICE OF PITTSERVES
UNIVERSITY OF PITTSBURGH
STUDENT CIVIC ENGAGEMENT COUNCIL INFORMATION

The Office of PittServes is a University-wide initiative created to empower University of Pittsburgh students with the ability to truly make an impact on the Pittsburgh community. PittServes will connect individual students and student organizations seeking service opportunities with local and regional organizations that need volunteers for projects. For students we offer the opportunity to engage with local community organizations, create your own service projects, volunteer during service days, and gain experience in your field of study through community service!

PittServes is seeking highly motivated students to serve as members of the Student Civic Engagement Council (SCEC) for the 2017-2018 Academic Year. The SCEC is the student executive council within the Office of Pitt Serves and works to enhance the amount, variety and quality of civic engagement opportunities in the city of Pittsburgh while supporting all existing endeavors within the Office of PittServes and on the University of Pittsburgh campus. The SCEC works to empower Pitt students by providing resources, support, and guidance for those interested in community service and civic engagement. This council exists to maximize the impact Pitt students have on the community, and in return, the impact the community has on Pitt students.

Conditions of Employment

- Maintain a minimum QPA of 2.5 or better (3.0 or greater preferred) for the terms prior to and during employment.
- Be available to serve on campus during the months of May, June, July and August. Not required to be enrolled during the summer terms.
- Be available to serve at least 15 hours a week during the summer and 10 hours a week during the school year.
- Be available to participate in all of the required activities as outlined on the Commitments page.
- Comply with the University Student Code of Conduct and maintain the highest ethical and professional conduct at all times.
- Obtain proof of the following clearances: Federal Criminal History Record, PA State Criminal Record Check, and PA Child Abuse History Clearance (Please note this is not required for the application process. Further instructions about gaining these clearances will be given upon offer of employment).
- Demonstrate interest in and passion for community service and student involvement.

Qualifications

- Understanding (experience preferred) of service project creation, management and evaluation.
- Experience recruiting and managing volunteers.

Desired Characteristics

- Possess a high energy level and strong commitment to service.
- Have a positive attitude and enthusiasm for Pitt.
- Demonstrate an ability to work with groups of diverse individuals.
- Be a dedicated team player.
- Be flexible, reliable, responsible and accountable.

Duties and Responsibilities

- Develop relationships with student organizations including but not limited: to Resident Assistants, First Year Mentors, Pathfinders, fraternities, sororities, and other service-oriented student organizations/groups.
- Plan and execute service projects and educational programs individually and collaboratively.
- Support the Office of PittServes programs and initiatives and assist with other special assignments and duties as requested.
- Attend regularly scheduled meetings.
- Hold office hours within the Office of PittServes and conduct community service for 15 hours per week during the summer (May-August) and 10 hours per week during the school year (September-April). These hours are a minimum, and occasionally additional time will be required to implement service.
- Provide a monthly report on council activities to internal and external stakeholders.
- Represent the SCEC on campus-wide committees such as I Love Pitt Day, orientation activities, program development, student experience evaluation, etc.
- Serve as leaders for all campus-wide community service projects.

Remuneration

- During the summer months (May- August), SCEC council members will receive a $400/month stipend.
- During the school year (September-April), SCEC council members will receive a $165/month stipend.
- Housing and meals are not provided.

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Save These Dates in 2017/18

Student Civic Engagement Council (SCEC) Commitments

SCEC Interview Process
Group Interviews: Sunday, February 26, 2017 and Monday, February 27, 2017
Final Selection & Notification: Friday, March 25, 2017

SCEC Meetings and Trainings
Summer Retreat/Training: May 3-12, 2017 (3 to 5 days within timeframe)
Weekly Meetings: May 2017-April 2018

PittStart (Times and Dates TBD):
May 2017 – August 2017 (Must choose at minimum 2 PittStart sessions to provide support)

New Student Orientation Retreat (Dates to be confirmed by FYE Office):
Saturday, August 19– Sunday, August 20, 2017

New Student Orientation (Dates to be confirmed by FYE Office):
Service Project: Date TBD: Tentatively: August 25, 2017
Student Activities Fair: Sunday, August 27, 2017

Fall 2017 PittServes Service Programming (including but not limited to the following):
*Please note: Dates are subject to change due to University calendar*
- September 11 Project: September 11, 2017
- Fall Volunteer Fair: September 2017
- Family Weekend Project:
- Homecoming Service Project:
- Pitt Make A Difference Day (PMADD): October 2017
- I Love Pitt Day Service Project: TBD
- World Kindness Day: November 11, 2017

Spring 2018 PittServes Service Programming (including but not limited to the following):
*Please note: Dates are subject to change due to University calendar*
- MLK Month of Service: January 2018
- MLK Day of Service: January 15, 2018
- Spring on-campus service fair: March 2018
- Be A Good Neighbor Day: March/April 2018
- Take Your Child To Work Day Service Project: April 26, 2018

Coordinated Summer Service Projects
At minimum 2 per month per member: May 2017-August 2018

Coordinated Monthly Service Projects
At minimum 2 projects per month per member: September 2017-April 2018

DIY Service Boxes
Coordinate 1 DIY Service Box: September 2017-April 2018

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Part One – Campus Information & Questions

Name: ____________________________________________________________

Campus/School Address: ____________________________________________

Permanent Address: ________________________________________________

Email Address: _____________________________________________________

Cell Phone: _______________________________________________________

Current Class Year: Fr So Jr Sr Major(s) (if known) ________________________

GPA as of 01/01/17: __________________________________________________

Are you a commuter student? Yes____ No____

Are you a transfer student? Yes____ No____
If so, when did you transfer and from what school __________________________

Will you be living on or off campus next year? On____ Off____

Do you have another campus job, in which you receive a paycheck from the University of Pittsburgh? Yes____ No____
If yes, where is your campus job? ______________________________________

Supervisor Name and Phone: _________________________________________

Where will you be living over the summer? (Note: you need to be in the Pittsburgh area over the summer for this position)

____________________________________________________________________

Please specify known dates/weeks, if any, which will conflict with SCEC requirements.
____________________________________________________________________

What organizations are you currently involved with at Pitt or in the Pittsburgh community?
____________________________________________________________________

Please list the community service activities that you have participated in while a student at Pitt.
____________________________________________________________________

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Part Two – Authorization

I authorize, through my signature below, the SCEC Selection Committee to obtain information relating to my academic records. I understand that university officials are collecting this data to help determine my suitability and eligibility for the SCEC position.

Signature: ___________________________________________ Date: ______________________

Office Use Only

Date Received: __________________

Signature of Office Staff: __________________________

If you have questions about the SCEC position or the selection process, please contact the Office of PittServes at 412-648-7211 or e-mail Angela Gordon at agordon@pitt.edu.
Part Three – Interview Time Availability for SCEC Interview

Please indicate **ALL** times that you **ARE AVAILABLE** to interview for the SCEC position by placing your initials in the appropriate blocks. You will be notified by email if you have been selected to interview for the SCEC position.

**Group Interview:**

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<tr>
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**Individual Interview:**

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<th>Friday, March 3</th>
<th>Monday, March 13</th>
<th>Tuesday, March 14</th>
<th>Wednesday, March 15</th>
<th>Thursday, March 16</th>
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Part Four – Short Answer Questions

Answer all of the following questions. Please limit your responses to 250 words for each question. All answers must be typed on a separate sheet of paper. The committee is looking for well thought out and creative responses that are communicated with effective brevity. You may use lists, bullet points and outlines where appropriate.

1. Why do you want to be a member of the Student Civic Engagement Council and what do you hope to learn as a member of the SCEC (include learning goals/specific topics)?

2. Please complete the following sentence: “I serve because…”

3. If you had an unlimited budget and no restrictions on what you could do, what community service project would you plan for students? Please explain why you chose the project, the event in detail, what steps you would take to implement it, and how it will help students to make a long term connection to service.

4. SCEC members recruit volunteers to serve with a variety of service commitments (i.e. one day through a long term/consistent commitment throughout the semester). What strategies will you use to recruit quality volunteers with various levels of commitment for both types of service commitments (one day to long term/consistent) offered by the SCEC?
Student Civic Engagement Council Application Checklist

Prior to submitting your application, please be sure that you have all of the components completed. Use the checklist below to ensure your entire application is finished. All completed applications, including references, must be hand delivered to 923 WPU no later than 5 pm on Wednesday, February 22, 2017.

- Part One: Campus Information & Questions
- Part Two: Authorization
- Part Three: Interview Time Availability
- Part Four: Short Answer Question (typed on a separate sheet of paper)
- Part Five: (2) References (Please submit in sealed envelopes with completed application).
- Part Six: Personal Resume (typed on a separate sheet of paper)
- Part Seven: Student Conduct Disciplinary Clearance Form (separate document) (Please submit with completed application. Do not take directly to 738 WPU).

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