GENDER AND SEXUALITY CENTER ASSOCIATE
JOB DESCRIPTION 2011-2012

Job Description: Gender and Sexuality Center Associate

Contract: 8-10 hours per week, fall training

Department: Gender and Sexuality Center

Contact Person: Kaaren Williamsen, x7179

Office & Position Description
The GSC offers resources and support on LGBT, women’s and men’s issues and coordinates campus initiatives to prevent sexual violence. We work with other campus organizations and offices to strengthen and sustain an inclusive campus community that promotes gender equality and awareness and welcomes people of all sexual orientations and gender identities.

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Position Responsibilities - Many of these responsibilities will be divided among the student staff.

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• Assist with the day to day operations of the GSC
• Coordinate Queer Peers, our peer mentoring program for GLBTA students
• Maintain resources within the GSC (books, periodicals, videos)
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• Coordinate/assist with the GSC newsletter
• Provide peer advising
• Participate in NSW activities, including the Not On Our Campus Presentation
• Prepare publicity for events
• Attend weekly staff meetings and regular one on one’s with the director
• Assume responsibility for tasks assigned on an as needed basis
• One GSCA may also be hired as the Q&A House Manager
• One GSCA may also be hired at the WA House Manager

Position requirements
• Strong interest in gender, sexuality and/or sexual violence prevention issues and willingness to maintain awareness of current issues surrounding gender, sexuality, sexual violence prevention and diversity
• Strong interest in working collaboratively with other offices and groups
• Ability to work well in a team
• Ability to work independently and be self motivated
• Ability to professionally represent the GSC across campus
• 8-10 hours a week
GENDER AND SEXUALITY CENTER ASSOCIATE
APPLICATION 2011-2012

Please complete application and return to the Gender and Sexuality Center by Friday April 15, 2011.

We will contact you for an interview time.

Name: _______________________________________________________________
Phone Number: ____________________  Year: _________________
Email: _____________________________  Major: _________________
Where do you plan to live next year? _______________________________________
Are you planning to be off campus any term next year? _______________________
If yes, please explain:

PLEASE TYPE YOUR ANSWERS TO THE FOLLOWING QUESTIONS

1. Why are you interested in a peer leader position at the Gender and Sexuality Center?

2. What are your previous work experiences at Carleton and elsewhere? What did you learn that you could apply to the GSC?

3. Peer education is a major component of the GSCA position (ex. LGBTA Panels, Workshops, Not On Our Campus). What experiences do you have with peer education and why would you make a successful peer educator?

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5. Anything else you would like us to know?

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To be completed by applicant

Name: ________________________________________________________________________________

Please sign here if you waive your right of access to the information contained in this recommendation, thereby insuring its confidential nature.

Signature: ___________________________________________________  Date: _________

Your Name: ___________________________________________________________________________

Relationship to Applicant: ____________________________________________________________________________

How long have you known the applicant? ____________________________________________________________________________

Please rate the applicant on a scale of 1 to 5 on the following

5 – Excellent
4 – Above Average
3 – Average
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NB – No Basis for Judgement

1. Leadership (Consider the applicant’s ability to organize and motivate others) _____
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5. Appreciation of Diversity (Consider the applicant’s ability to work with diverse groups of students) _____
6. Interpersonal Skills (Consider the applicant’s ability to work in a team) _____

Please continue on other side
Please comment on the applicant’s ability to be a successful peer leader, and anything else you think we should know.

Please check one of the following

- Highly Recommend
- Recommend
- Recommend with Reservations
- Do Not Recommend

Comments:

Signature _____________________________  Date _________

Position _____________________________  Email _________

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☐ Recommend
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Comments:

Signature __________________________________________  Date __________

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JOB DESCRIPTION 2011-2012

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Contact Person: Kaaren Williamsen, x7179

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Please check one of the following

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Comments:

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Position ________________________________ Email _________

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Position _______________________________ Email _________

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Contract: 8-10 hours per week, fall training

Department: Gender and Sexuality Center

Contact Person: Kaaren Williamsen, x7179

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Name: _______________________________________________________________
Phone Number: ____________________  Year: ________________
Email: _____________________________  Major: _________________________

Where do you plan to live next year? ______________________________________
Are you planning to be off campus any term next year? _______________________
If yes, please explain:

PLEASE TYPE YOUR ANSWERS TO THE FOLLOWING QUESTIONS

1. Why are you interested in a peer leader position at the Gender and Sexuality Center?

2. What are your previous work experiences at Carleton and elsewhere? What did you learn that you could apply to the GSC?

3. Peer education is a major component of the GSCA position (ex. LGBTA Panels, Workshops, Not On Our Campus). What experiences do you have with peer education and why would you make a successful peer educator?

4. Cultivating strong and healthy student communities around issues related to gender and sexuality is another key part to the GSCA position, how could you contribute to this goal? (Examples of communities – LGBTA community, creating spaces to talk about masculinity, gender, feminism, intersecting identities, being a survivor, etc…).

5. Anything else you would like us to know?

Please distribute the enclosed evaluation forms to two people that know you well. Try to get at least one evaluation completed by a current peer leader (GSCA, SWA, RA, IPL, IPA etc…). Additional evaluations can be filled out by current or past supervisors, professors or other students. List their names and contact information here.

Name: _______________________________  How do you know them?
Name: _______________________________  How do you know them?

THANK YOU FOR APPLYING!
The GSC offers resources and support on LGBT, women’s and men’s issues and coordinates campus initiatives to prevent sexual violence. We work with other campus organizations and offices to strengthen and sustain an inclusive campus community that promotes gender equality and awareness and welcomes people of all sexual orientations and gender identities.

To be completed by applicant

Name: ____________________________________________________________

Please sign here if you waive your right of access to the information contained in this recommendation, thereby insuring its confidential nature.

Signature: _______________________________________________  Date: _________

Your Name: ______________________________________________________

Relationship to Applicant: __________________________________________

How long have you known the applicant? ________________________________

Please rate the applicant on a scale of 1 to 5 on the following

1. Leadership (Consider the applicant’s ability to organize and motivate others)  
2. Communication Skills (Consider applicant’s listening skills and general communication skills)  
3. Initiative (Consider applicant’s ability to act independently)  
4. Responsibility (Consider applicant’s reliability, accuracy and promptness)  
5. Appreciation of Diversity (Consider the applicant’s ability to work with diverse groups of students)  
6. Interpersonal Skills (Consider the applicant’s ability to work in a team)  

Please continue on other side
Please comment on the applicant’s ability to be a successful peer leader, and anything else you think we should know.

Please check one of the following:

- [ ] Highly Recommend
- [ ] Recommend
- [ ] Recommend with Reservations
- [ ] Do Not Recommend

Comments:

Signature ________________________________  Date _________

Position ________________________________  Email _________

Please return to Kaaren Williamsen in the Gender and Sexuality Center by Friday, April 15, 2011.

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Signature: ___________________________  Date: _________

Your Name: ___________________________________________________________________________

Relationship to Applicant: ________________________________________________________________

How long have you known the applicant? __________________________________________________

Please rate the applicant on a scale of 1 to 5 on the following

5 – Excellent
4 – Above Average
3 – Average
2 – Slightly Below Average
1 – Below Average
NB – No Basis for Judgement

1. Leadership (Consider the applicant’s ability to organize and motivate others)

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3. Initiative (Consider applicant’s ability to act independently)

4. Responsibility (Consider applicant’s reliability, accuracy and promptness)

5. Appreciation of Diversity (Consider the applicant’s ability to work with diverse groups of students)

6. Interpersonal Skills (Consider the applicant’s ability to work in a team)

Please continue on other side
Please comment on the applicant’s ability to be a successful peer leader, and anything else you think we should know.

Please check one of the following

☐ Highly Recommend
☐ Recommend
☐ Recommend with Reservations
☐ Do Not Recommend

Comments:

Signature __________________________________________  Date __________

Position __________________________________________  Email  __________

Please return to Kaaren Williamsen in the Gender and Sexuality Center by Friday, April 15, 2011.

Thank you!
GENDER AND SEXUALITY CENTER ASSOCIATE
JOB DESCRIPTION 2011-2012

Job Description: Gender and Sexuality Center Associate

Contract: 8-10 hours per week, fall training

Department: Gender and Sexuality Center

Contact Person: Kaaren Williamsen, x7179

Office & Position Description
The GSC offers resources and support on LGBT, women’s and men’s issues and coordinates campus initiatives to prevent sexual violence. We work with other campus organizations and offices to strengthen and sustain an inclusive campus community that promotes gender equality and awareness and welcomes people of all sexual orientations and gender identities.

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Position Responsibilities - Many of these responsibilities will be divided among the student staff.

- Coordinate and facilitate peer education programs, including LGBTA panels and floor workshops based upon the Our Whole Lives Comprehensive Sexuality Education curriculum.
- Assist with the day to day operations of the GSC
- Coordinate Queer Peers, our peer mentoring program for GLBTA students
- Maintain resources within the GSC (books, periodicals, videos)
- Coordinate/assist with annual events such as Vagina Monologues, Pride Month, Speak Out, and the Rainbow Retreat
- Facilitate discussion groups (ex. Men Talking About Masculinities, Carleton In and Out)
- Coordinate/assist with maintenance of office web page
- Coordinate/assist with the GSC newsletter
- Provide peer advising
- Participate in NSW activities, including the Not On Our Campus Presentation
- Prepare publicity for events
- Attend weekly staff meetings and regular one on one’s with the director
- Assume responsibility for tasks assigned on an as needed basis
- One GSCA may also be hired as the Q&A House Manager
- One GSCA may also be hired at the WA House Manager

Position requirements

- Strong interest in gender, sexuality and/or sexual violence prevention issues and willingness to maintain awareness of current issues surrounding gender, sexuality, sexual violence prevention and diversity
- Strong interest in working collaboratively with other offices and groups
- Ability to work well in a team
- Ability to work independently and be self motivated
- Ability to professionally represent the GSC across campus
- 8-10 hours a week
Please complete application and return to the Gender and Sexuality Center by Friday April 15, 2011.

We will contact you for an interview time.

Name: _______________________________________________________________
Phone Number: ____________________  Year: ______________
Email: _____________________________  Major: _________________________
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Are you planning to be off campus any term next year? _______________________
If yes, please explain:

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To be completed by applicant

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Signature: __________________________ Date: ________

Your Name: __________________________

Relationship to Applicant: __________________________________________

How long have you known the applicant? ________________________________

Please rate the applicant on a scale of 1 to 5 on the following

5 – Excellent
4 – Above Average
3 – Average
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1 – Below Average
NB – No Basis for Judgement

1. Leadership (Consider the applicant’s ability to organize and motivate others) ________

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5. Appreciation of Diversity (Consider the applicant’s ability to work with diverse groups of students) ________

6. Interpersonal Skills (Consider the applicant’s ability to work in a team) ________

Please continue on other side
Please comment on the applicant’s ability to be a successful peer leader, and anything else you think we should know.

Please check one of the following

☐ Highly Recommend
☐ Recommend
☐ Recommend with Reservations
☐ Do Not Recommend

Comments:

Signature ________________________________ Date ________

Position ________________________________ Email ________

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☐ Highly Recommend
☐ Recommend
☐ Recommend with Reservations
☐ Do Not Recommend

Comments:

Signature ____________________________ Date _________

Position ____________________________ Email _________

Please return to Kaaren Williamsen in the Gender and Sexuality Center by Friday, April 15, 2011.

Thank you!
GENDER AND SEXUALITY CENTER ASSOCIATE
JOB DESCRIPTION 2011-2012

Job Description: Gender and Sexuality Center Associate

Contract: 8-10 hours per week, fall training

Department: Gender and Sexuality Center

Contact Person: Kaaren Williamsen, x7179

Office & Position Description
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- Coordinate/assist with the GSC newsletter
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- Assume responsibility for tasks assigned on an as needed basis
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- One GSCA may also be hired at the WA House Manager

Position requirements

- Strong interest in gender, sexuality and/or sexual violence prevention issues and willingness to maintain awareness of current issues surrounding gender, sexuality, sexual violence prevention and diversity
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- Ability to work well in a team
- Ability to work independently and be self motivated
- Ability to professionally represent the GSC across campus
- 8-10 hours a week
GENDER AND SEXUALITY CENTER ASSOCIATE
APPLICATION 2011-2012

Please complete application and return to the Gender and Sexuality Center by Friday April 15, 2011.

_We will contact you for an interview time._

Name: _______________________________________________________________

Phone Number: ____________________ Year: ________________

Email: _____________________________ Major: ______________________

Where do you plan to live next year? _______________________________________

Are you planning to be off campus any term next year? _______________________

If yes, please explain:

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PLEASE TYPE YOUR ANSWERS TO THE FOLLOWING QUESTIONS

1. Why are you interested in a peer leader position at the Gender and Sexuality Center?

2. What are your previous work experiences at Carleton and elsewhere? What did you learn that you could apply to the GSC?

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To be completed by applicant

Name: ________________________________________________________________________________

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Signature: ___________________________________________________  Date: _________

Your Name: ___________________________________________________________________________

Relationship to Applicant: ________________________________________________________________

How long have you known the applicant? __________________________________________________

Please rate the applicant on a scale of 1 to 5 on the following

5 – Excellent
4 – Above Average
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NB – No Basis for Judgement

1. Leadership (Consider the applicant’s ability to organize and motivate others) _____

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5. Appreciation of Diversity (Consider the applicant’s ability to work with diverse groups of students) _____

6. Interpersonal Skills (Consider the applicant’s ability to work in a team) _____

Please continue on other side
Please comment on the applicant’s ability to be a successful peer leader, and anything else you think we should know.

Please check one of the following

☐ Highly Recommend
☐ Recommend
☐ Recommend with Reservations
☐ Do Not Recommend

Comments:

Signature ____________________________  Date _______

Position ____________________________  Email _______

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Please continue on other side
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Please check one of the following

☐ Highly Recommend
☐ Recommend
☐ Recommend with Reservations
☐ Do Not Recommend

Comments:

Signature ___________________________  Date _________

Position ___________________________  Email _________

Please return to Kaaren Williamsen in the Gender and Sexuality Center by Friday, April 15, 2011.

Thank you!
Gender and Sexuality Center Associate

Job Description: Gender and Sexuality Center Associate

Contract: 8-10 hours per week, fall training

Department: Gender and Sexuality Center

Contact Person: Kaaren Williamsen, x7179

Office & Position Description
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Position Responsibilities - Many of these responsibilities will be divided among the student staff.

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- Assist with the day to day operations of the GSC
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- Coordinate/assist with the GSC newsletter
- Provide peer advising
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- Prepare publicity for events
- Attend weekly staff meetings and regular one on one’s with the director
- Assume responsibility for tasks assigned on an as needed basis
- One GSCA may also be hired as the Q&A House Manager
- One GSCA may also be hired at the WA House Manager

Position requirements

- Strong interest in gender, sexuality and/or sexual violence prevention issues and willingness to maintain awareness of current issues surrounding gender, sexuality, sexual violence prevention and diversity
- Strong interest in working collaboratively with other offices and groups
- Ability to work well in a team
- Ability to work independently and be self motivated
- Ability to professionally represent the GSC across campus
- 8-10 hours a week
GENDER AND SEXUALITY CENTER ASSOCIATE
APPLICATION 2011-2012

Please complete application and return to the Gender and Sexuality Center by Friday April 15, 2011.

We will contact you for an interview time.

Name: _______________________________________________________________
Phone Number: ____________________  Year: _______________________
Email: _____________________________  Major: _______________________

Where do you plan to live next year? _______________________________________
Are you planning to be off campus any term next year? _______________________
If yes, please explain:

PLEASE TYPE YOUR ANSWERS TO THE FOLLOWING QUESTIONS

1. Why are you interested in a peer leader position at the Gender and Sexuality Center?

2. What are your previous work experiences at Carleton and elsewhere? What did you learn that you could apply to the GSC?

3. Peer education is a major component of the GSCA position (ex. LGBTQ+ Panels, Workshops, Not On Our Campus). What experiences do you have with peer education and why would you make a successful peer educator?

4. Cultivating strong and healthy student communities around issues related to gender and sexuality is another key part to the GSCA position, how could you contribute to this goal? (Examples of communities – LGBTQ+ community, creating spaces to talk about masculinity, gender, feminism, intersecting identities, being a survivor, etc…).

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Name: ________________________________  How do you know them?
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To be completed by applicant

Name: ________________________________________________________________

Please sign here if you waive your right of access to the information contained in this recommendation, thereby insuring its confidential nature.

Signature: ___________________ Date: _________

Your Name: ________________________________________________________________

Relationship to Applicant: __________________________________________________

How long have you known the applicant? ______________________________________

Please rate the applicant on a scale of 1 to 5 on the following

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Please continue on other side
Please comment on the applicant’s ability to be a successful peer leader, and anything else you think we should know.

Please check one of the following

☐ Highly Recommend
☐ Recommend
☐ Recommend with Reservations
☐ Do Not Recommend

Comments:

Signature __________________________  Date __________

Position __________________________  Email __________

Please return to Kaaren Williamsen in the Gender and Sexuality Center by Friday, April 15, 2011.

Thank you!
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Please check one of the following

☐ Highly Recommend
☐ Recommend
☐ Recommend with Reservations
☐ Do Not Recommend

Comments:

Signature ________________________________ Date __________

Position ________________________________ Email __________

Please return to Kaaren Williamsen in the Gender and Sexuality Center by Friday, April 15, 2011.

Thank you!
**Gender and Sexuality Center Associate**

**Job Description:** Gender and Sexuality Center Associate

**Contract:** 8-10 hours per week, fall training

**Department:** Gender and Sexuality Center

**Contact Person:** Kaaren Williamsen, x7179

**Office & Position Description**

The GSC offers resources and support on LGBT, women’s and men’s issues and coordinates campus initiatives to prevent sexual violence. We work with other campus organizations and offices to strengthen and sustain an inclusive campus community that promotes gender equality and awareness and welcomes people of all sexual orientations and gender identities.

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**Position Responsibilities - Many of these responsibilities will be divided among the student staff.**

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**Position requirements**

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- Ability to work well in a team
- Ability to work independently and be self motivated
- Ability to professionally represent the GSC across campus
- 8-10 hours a week
GENDER AND SEXUALITY CENTER ASSOCIATE APPLICATION 2011-2012

Please complete application and return to the Gender and Sexuality Center by Friday April 15, 2011.

We will contact you for an interview time.

Name: _______________________________________________________________

Phone Number: ____________________  Year: _____________________________

Email: _____________________________  Major: __________________________

Where do you plan to live next year? __________________________________________

Are you planning to be off campus any term next year? _______________________

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PLEASE TYPE YOUR ANSWERS TO THE FOLLOWING QUESTIONS

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Name: ________________________________________________________________________________

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Signature: __________________________________________  Date: _________

Your Name: ___________________________________________________________________________

Relationship to Applicant: ________________________________________________________________

How long have you known the applicant? __________________________________________________

Please rate the applicant on a scale of 1 to 5 on the following

5 – Excellent
4 – Above Average
3 – Average
2 – Slightly Below Average
1 – Below Average

NB – No Basis for Judgement

1. **Leadership** *(Consider the applicant’s ability to organize and motivate others)*

2. **Communication Skills** *(Consider applicant’s listening skills and general communication skills)*

3. **Initiative** *(Consider applicant’s ability to act independently)*

4. **Responsibility** *(Consider applicant’s reliability, accuracy and promptness)*

5. **Appreciation of Diversity** *(Consider the applicant’s ability to work with diverse groups of students)*

6. **Interpersonal Skills** *(Consider the applicant’s ability to work in a team)*

Please continue on other side
Please comment on the applicant’s ability to be a successful peer leader, and anything else you think we should know.

Please check one of the following

☐ Highly Recommend
☐ Recommend
☐ Recommend with Reservations
☐ Do Not Recommend

Comments:

Signature __________________________________________  Date __________

Position __________________________________________  Email __________

Please return to Kaaren Williamsen in the Gender and Sexuality Center by Friday, April 15, 2011.

Thank you!
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**Position requirements**

- Strong interest in gender, sexuality and/or sexual violence prevention issues and willingness to maintain awareness of current issues surrounding gender, sexuality, sexual violence prevention and diversity
- Strong interest in working collaboratively with other offices and groups
- Ability to work well in a team
- Ability to work independently and be self motivated
- Ability to professionally represent the GSC across campus
- 8-10 hours a week
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We will contact you for an interview time.

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Phone Number: ____________________  Year: ________________

Email: _____________________________  Major: __________________________

Where do you plan to live next year? ______________________________________

Are you planning to be off campus any term next year? _______________________

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Please comment on the applicant’s ability to be a successful peer leader, and anything else you think we should know.

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☐ Recommend
☐ Recommend with Reservations
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Comments:

Signature ________________________________  Date _________

Position ________________________________  Email _________

Please return to Kaaren Williamsen in the Gender and Sexuality Center by Friday, April 15, 2011.

Thank you!
GENDER AND SEXUALITY CENTER ASSOCIATE
JOB DESCRIPTION 2011-2012

Job Description: Gender and Sexuality Center Associate

Contract: 8-10 hours per week, fall training

Department: Gender and Sexuality Center

Contact Person: Kaaren Williamsen, x7179

Office & Position Description
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Position requirements
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• Ability to professionally represent the GSC across campus
• 8-10 hours a week
GENDER AND SEXUALITY CENTER ASSOCIATE
APPLICATION 2011-2012

Please complete application and return to the Gender and Sexuality Center by Friday April 15, 2011.

We will contact you for an interview time.

Name: _______________________________________________________________
Phone Number: ____________________  Year: ______________________________
Email: _____________________________  Major: __________________________
Where do you plan to live next year? __________________________________________
Are you planning to be off campus any term next year? __________________________
If yes, please explain:

PLEASE TYPE YOUR ANSWERS TO THE FOLLOWING QUESTIONS

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Your Name: ______________________________________________________

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Please check one of the following

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- Recommend
- Recommend with Reservations
- Do Not Recommend

Comments:

Signature __________________________________________  Date __________

Position __________________________________________  Email __________

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Comments:

Signature __________________________________________  Date __________

Position __________________________________________  Email __________

Please return to Kaaren Williamsen in the Gender and Sexuality Center by Friday, April 15, 2011.

Thank you!
Job Description: Gender and Sexuality Center Associate

Contract: 8-10 hours per week, fall training

Department: Gender and Sexuality Center

Contact Person: Kaaren Williamsen, x7179

Office & Position Description
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Position requirements

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GENDER AND SEXUALITY CENTER ASSOCIATE
APPLICATION 2011-2012

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Name: _______________________________________________________________

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Email: __________________________________________  Major: _______________________

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**Job Description:** Gender and Sexuality Center Associate

**Contract:** 8-10 hours per week, fall training

**Department:** Gender and Sexuality Center

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<td>5. Appreciation of Diversity</td>
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Please continue on other side
Please comment on the applicant’s ability to be a successful peer leader, and anything else you think we should know.

Please check one of the following

☐ Highly Recommend
☐ Recommend
☐ Recommend with Reservations
☐ Do Not Recommend

Comments:

Signature ____________________________ Date _________

Position ____________________________ Email _________

Please return to Kaaren Williamsen in the Gender and Sexuality Center by Friday, April 15, 2011.

Thank you!
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Your Name: __________________________

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How long have you known the applicant? __________________________

Please rate the applicant on a scale of 1 to 5 on the following

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2. **Communication Skills** *(Consider applicant’s listening skills and general communication skills)*  
3. **Initiative** *(Consider applicant’s ability to act independently)*  
4. **Responsibility** *(Consider applicant’s reliability, accuracy and promptness)*  
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Thank you!
**GENDER AND SEXUALITY CENTER ASSOCIATE JOB DESCRIPTION 2011-2012**

**Job Description:** Gender and Sexuality Center Associate

**Contract:** 8-10 hours per week, fall training

**Department:** Gender and Sexuality Center

**Contact Person:** Kaaren Williamsen, x7179

**Office & Position Description**

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**Position Responsibilities - Many of these responsibilities will be divided among the student staff.**

- Coordinate and facilitate peer education programs, including LGBT panels and floor workshops based upon the *Our Whole Lives Comprehensive Sexuality Education* curriculum.
- Assist with the day to day operations of the GSC
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- Maintain resources within the GSC (books, periodicals, videos)
- Coordinate/assist with annual events such as *Vagina Monologues*, Pride Month, Speak Out, and the Rainbow Retreat
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- Provide peer advising
- Participate in NSW activities, including the *Not On Our Campus Presentation*
- Prepare publicity for events
- Attend weekly staff meetings and regular one on one’s with the director
- Assume responsibility for tasks assigned on an as needed basis
- One GSCA may also be hired as the Q&A House Manager
- One GSCA may also be hired at the WA House Manager

**Position requirements**

- Strong interest in gender, sexuality and/or sexual violence prevention issues and willingness to maintain awareness of current issues surrounding gender, sexuality, sexual violence prevention and diversity
- Strong interest in working collaboratively with other offices and groups
- Ability to work well in a team
- Ability to work independently and be self motivated
- Ability to professionally represent the GSC across campus
- 8-10 hours a week
GENDER AND SEXUALITY CENTER ASSOCIATE
APPLICATION 2011-2012

Please complete application and return to the Gender and Sexuality Center by Friday April 15, 2011.

We will contact you for an interview time.

Name: _______________________________________________________________

Phone Number: ____________________  Year: ________________

Email: _____________________________  Major: ________________________

Where do you plan to live next year? __________________________________________

Are you planning to be off campus any term next year? _______________________

If yes, please explain:

PLEASE TYPE YOUR ANSWERS TO THE FOLLOWING QUESTIONS

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Please distribute the enclosed evaluation forms to two people that know you well. Try to get at least one evaluation completed by a current peer leader (GSCA, SWA, RA, IPL, IPA etc...). Additional evaluations can be filled out by current or past supervisors, professors or other students. List their names and contact information here.

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How long have you known the applicant? __________________________________________________

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4. Responsibility (Consider applicant’s reliability, accuracy and promptness)           ____
5. Appreciation of Diversity (Consider the applicant’s ability to work with diverse groups of students) ____
6. Interpersonal Skills (Consider the applicant’s ability to work in a team)            ____

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Please check one of the following

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- Recommend
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Comments:

Signature __________________________________________  Date __________

Position __________________________________________  Email __________

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Thank you!
**Job Description:** Gender and Sexuality Center Associate

**Contract:** 8-10 hours per week, fall training

**Department:** Gender and Sexuality Center

**Contact Person:** Kaaren Williamsen, x7179

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**Position requirements**

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GENDER AND SEXUALITY CENTER ASSOCIATE
APPLICATION 2011-2012

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We will contact you for an interview time.

Name: _______________________________________________________________
Phone Number: ____________________  Year: ________________
Email: _____________________________  Major: _______________________
Where do you plan to live next year? __________________________________________
Are you planning to be off campus any term next year? _______________________
If yes, please explain:

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Signature: _______________________________________________ Date: _________

Your Name: ___________________________________________________________________________

Relationship to Applicant: ________________________________________________________________

How long have you known the applicant? ___________________________________________________

Please rate the applicant on a scale of 1 to 5 on the following

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2. Communication Skills (Consider applicant’s listening skills and general communication skills) ______
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☐ Recommend
☐ Recommend with Reservations
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Comments:

Signature __________________________________________  Date __________

Position ________________________________  Email __________

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Comments:

Signature ________________________________  Date _________

Position ________________________________  Email _________

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Thank you!
**Gender and Sexuality Center Associate**

**Job Description:** Gender and Sexuality Center Associate

**Contract:** 8-10 hours per week, fall training

**Department:** Gender and Sexuality Center

**Contact Person:** Kaaren Williamsen, x7179

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**Position Requirements**

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GENDER AND SEXUALITY CENTER ASSOCIATE
APPLICATION 2011-2012

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Name: _______________________________________________________________

Phone Number: ____________________  Year: ____________________________

Email: ____________________________________________  Major: ______________

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If yes, please explain:

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Please comment on the applicant’s ability to be a successful peer leader, and anything else you think we should know.

Please check one of the following

- [ ] Highly Recommend
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**Job Description:** Gender and Sexuality Center Associate

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<th>2 – Slightly Below Average</th>
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<th>NB – No Basis for Judgement</th>
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1. Leadership (Consider the applicant’s ability to organize and motivate others) ______

2. Communication Skills (Consider applicant’s listening skills and general communication skills) ______

3. Initiative (Consider applicant’s ability to act independently) ______

4. Responsibility (Consider applicant’s reliability, accuracy and promptness) ______

5. Appreciation of Diversity (Consider the applicant’s ability to work with diverse groups of students) ______

6. Interpersonal Skills (Consider the applicant’s ability to work in a team) ______

Please continue on other side
Please comment on the applicant’s ability to be a successful peer leader, and anything else you think we should know.

Please check one of the following

☐ Highly Recommend
☐ Recommend
☐ Recommend with Reservations
☐ Do Not Recommend

Comments:

Signature __________________________________________  Date __________

Position __________________________________________  Email __________

Please return to Kaaren Williamsen in the Gender and Sexuality Center by Friday, April 15, 2011.

Thank you!
The GSC offers resources and support on LGBT, women’s and men’s issues and coordinates campus initiatives to prevent sexual violence. We work with other campus organizations and offices to strengthen and sustain an inclusive campus community that promotes gender equality and awareness and welcomes people of all sexual orientations and gender identities.

To be completed by applicant

Name: ________________________________________________________________________________

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Signature: ___________________________________________________  Date: __________

Your Name: ___________________________________________________________________________

Relationship to Applicant: __________________________________________________________________________

How long have you known the applicant? __________________________________________________________________________

Please rate the applicant on a scale of 1 to 5 on the following

5 – Excellent
4 – Above Average
3 – Average
2 – Slightly Below Average
1 – Below Average
NB – No Basis for Judgement

1. **Leadership** *(Consider the applicant’s ability to organize and motivate others)*  
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Please check one of the following

☐ Highly Recommend
☐ Recommend
☒ Recommend with Reservations
☐ Do Not Recommend

Comments:

Signature ________________________________  Date _________

Position ________________________________  Email _________

Please return to Kaaren Williamsen in the Gender and Sexuality Center by Friday, April 15, 2011.

Thank you!
**Job Description:** Gender and Sexuality Center Associate

**Contract:** 8-10 hours per week, fall training

**Department:** Gender and Sexuality Center

**Contact Person:** Kaaren Williamsen, x7179

**Office & Position Description**

The GSC offers resources and support on LGBT, women’s and men’s issues and coordinates campus initiatives to prevent sexual violence. We work with other campus organizations and offices to strengthen and sustain an inclusive campus community that promotes gender equality and awareness and welcomes people of all sexual orientations and gender identities.

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**Position Responsibilities - Many of these responsibilities will be divided among the student staff.**

- Coordinate and facilitate peer education programs, including LGBTA panels and floor workshops based upon the *Our Whole Lives Comprehensive Sexuality Education* curriculum.
- Assist with the day to day operations of the GSC
- Coordinate Queer Peers, our peer mentoring program for GLBTA students
- Maintain resources within the GSC (books, periodicals, videos)
- Coordinate/assist with annual events such as *Vagina Monologues*, Pride Month, Speak Out, and the Rainbow Retreat
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- Coordinate/assist with maintenance of office web page
- Coordinate/assist with the GSC newsletter
- Provide peer advising
- Participate in NSW activities, including the *Not On Our Campus Presentation*
- Prepare publicity for events
- Attend weekly staff meetings and regular one on one’s with the director
- Assume responsibility for tasks assigned on an as needed basis
- One GSCA may also be hired as the Q&A House Manager
- One GSCA may also be hired at the WA House Manager

**Position requirements**

- Strong interest in gender, sexuality and/or sexual violence prevention issues and willingness to maintain awareness of current issues surrounding gender, sexuality, sexual violence prevention and diversity
- Strong interest in working collaboratively with other offices and groups
- Ability to work well in a team
- Ability to work independently and be self motivated
- Ability to professionally represent the GSC across campus
- 8-10 hours a week
Please complete application and return to the Gender and Sexuality Center by Friday April 15, 2011.

We will contact you for an interview time.

Name: _______________________________________________________________
Phone Number: ____________________ Year: ________________
Email: _____________________________ Major: _________________________
Where do you plan to live next year? ______________________________________
Are you planning to be off campus any term next year? _______________________
If yes, please explain:

PLEASE TYPE YOUR ANSWERS TO THE FOLLOWING QUESTIONS

1. Why are you interested in a peer leader position at the Gender and Sexuality Center?

2. What are your previous work experiences at Carleton and elsewhere? What did you learn that you could apply to the GSC?

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Please distribute the enclosed evaluation forms to two people that know you well. Try to get at least one evaluation completed by a current peer leader (GSCA, SWA, RA, IPL, IPA etc...). Additional evaluations can be filled out by current or past supervisors, professors or other students. List their names and contact information here.

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THANK YOU FOR APPLYING!
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To be completed by applicant

Name: ____________________________________________________________

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Signature: ___________________________________ Date: _________

Your Name: _________________________________________________________________________

Relationship to Applicant: ____________________________________________________________

How long have you known the applicant? ________________________________________________

Please rate the applicant on a scale of 1 to 5 on the following

5 – Excellent
4 – Above Average
3 – Average
2 – Slightly Below Average
1 – Below Average
NB – No Basis for Judgement

1. Leadership (Consider the applicant’s ability to organize and motivate others) ________
2. Communication Skills (Consider applicant’s listening skills and general communication skills) ________
3. Initiative (Consider applicant’s ability to act independently) ________
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5. Appreciation of Diversity (Consider the applicant’s ability to work with diverse groups of students) ________
6. Interpersonal Skills (Consider the applicant’s ability to work in a team) ________

Please continue on other side
Please comment on the applicant’s ability to be a successful peer leader, and anything else you think we should know.

Please check one of the following

☐ Highly Recommend
☐ Recommend
☐ Recommend with Reservations
☐ Do Not Recommend

Comments:

Signature ________________________________ Date ________

Position ________________________________ Email ________

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Please continue on other side
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Please check one of the following

☐ Highly Recommend
☐ Recommend
☐ Recommend with Reservations
☐ Do Not Recommend

Comments:

Signature ________________________________  Date _________

Position ________________________________  Email _________

Please return to Kaaren Williamsen in the Gender and Sexuality Center by Friday, April 15, 2011.

Thank you!
GENDER AND SEXUALITY CENTER ASSOCIATE
JOB DESCRIPTION 2011-2012

Job Description: Gender and Sexuality Center Associate

Contract: 8-10 hours per week, fall training

Department: Gender and Sexuality Center

Contact Person: Kaaren Williamsen, x7179

Office & Position Description
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• Attend weekly staff meetings and regular one on one’s with the director
• Assume responsibility for tasks assigned on an as needed basis
• One GSCA may also be hired as the Q&A House Manager
• One GSCA may also be hired at the WA House Manager

Position requirements
• Strong interest in gender, sexuality and/or sexual violence prevention issues and willingness to maintain awareness of current issues surrounding gender, sexuality, sexual violence prevention and diversity
• Strong interest in working collaboratively with other offices and groups
• Ability to work well in a team
• Ability to work independently and be self motivated
• Ability to professionally represent the GSC across campus
• 8-10 hours a week
Please complete application and return to the Gender and Sexuality Center by Friday April 15, 2011.

We will contact you for an interview time.

Name: _______________________________________________________________
Phone Number: ____________________  Year: _________ _____________
Email: _____________________________  Major: _______________________
Where do you plan to live next year? _______________________________________
Are you planning to be off campus any term next year? _______________________
If yes, please explain:

PLEASE TYPE YOUR ANSWERS TO THE FOLLOWING QUESTIONS

1. Why are you interested in a peer leader position at the Gender and Sexuality Center?

2. What are your previous work experiences at Carleton and elsewhere? What did you learn that you could apply to the GSC?

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To be completed by applicant

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Signature: ____________________________________________________________ Date: _______

Your Name: __________________________________________________________

Relationship to Applicant: ____________________________________________

How long have you known the applicant? _________________________________

Please rate the applicant on a scale of 1 to 5 on the following

5 – Excellent
4 – Above Average
3 – Average
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1 – Below Average
NB – No Basis for Judgement

1. Leadership (Consider the applicant’s ability to organize and motivate others) ______

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5. Appreciation of Diversity (Consider the applicant’s ability to work with diverse groups of students) ______

6. Interpersonal Skills (Consider the applicant’s ability to work in a team) ______

Please continue on other side
Please comment on the applicant’s ability to be a successful peer leader, and anything else you think we should know.

Please check one of the following

- [ ] Highly Recommend
- [ ] Recommend
- [ ] Recommend with Reservations
- [ ] Do Not Recommend

Comments:

Signature ________________________________ Date _________

Position ________________________________ Email _________

Please return to Kaaren Williamsen in the Gender and Sexuality Center by Friday, April 15, 2011.

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Please check one of the following

☐ Highly Recommend
☐ Recommend
☐ Recommend with Reservations
☐ Do Not Recommend

Comments:

Signature ________________________________ Date ________

Position ________________________________ Email ________

Please return to Kaaren Williamsen in the Gender and Sexuality Center by Friday, April 15, 2011.

Thank you!
**Gender and Sexuality Center Associate**

**Job Description:** Gender and Sexuality Center Associate

**Contract:** 8-10 hours per week, fall training

**Department:** Gender and Sexuality Center

**Contact Person:** Kaaren Williamsen, x7179

**Office & Position Description**

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**Position Responsibilities - Many of these responsibilities will be divided among the student staff.**

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- Assume responsibility for tasks assigned on an as needed basis
- One GSCA may also be hired as the Q&A House Manager
- One GSCA may also be hired at the WA House Manager

**Position Requirements**

- Strong interest in gender, sexuality and/or sexual violence prevention issues and willingness to maintain awareness of current issues surrounding gender, sexuality, sexual violence prevention and diversity
- Strong interest in working collaboratively with other offices and groups
- Ability to work well in a team
- Ability to work independently and be self motivated
- Ability to professionally represent the GSC across campus
- 8-10 hours a week
GENDER AND SEXUALITY CENTER ASSOCIATE
APPLICATION 2011-2012

Please complete application and return to the Gender and Sexuality Center by Friday April 15, 2011.

We will contact you for an interview time.

Name: _______________________________________________________________

Phone Number: ____________________  Year: ________________

Email: _____________________________  Major: _______________________

Where do you plan to live next year? _______________________________________

Are you planning to be off campus any term next year? _______________________

If yes, please explain:

PLEASE TYPE YOUR ANSWERS TO THE FOLLOWING QUESTIONS

1. Why are you interested in a peer leader position at the Gender and Sexuality Center?

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5. Anything else you would like us to know?

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To be completed by applicant

Name: ________________________________________________________________________________

Please sign here if you waive your right of access to the information contained in this recommendation, thereby insuring its confidential nature.

Signature: ___________________________________________________  Date: __________

Your Name: ___________________________________________________________________________

Relationship to Applicant: ________________________________________________________________

How long have you known the applicant? ____________________________________________________

Please rate the applicant on a scale of 1 to 5 on the following

1. Leadership (Consider the applicant’s ability to organize and motivate others)  
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3. Initiative (Consider applicant’s ability to act independently)  
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5. Appreciation of Diversity (Consider the applicant’s ability to work with diverse groups of students)  
6. Interpersonal Skills (Consider the applicant’s ability to work in a team)  

Please continue on other side
Please comment on the applicant’s ability to be a successful peer leader, and anything else you think we should know.

Please check one of the following

☐ Highly Recommend
☐ Recommend
☐ Recommend with Reservations
☐ Do Not Recommend

Comments:

Signature ____________________________  Date _________

Position ____________________________  Email _________

Please return to Kaaren Williamsen in the Gender and Sexuality Center by Friday, April 15, 2011.

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<tbody>
<tr>
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| Signature: ____________________________ | Date: _________ |

Your Name: ____________________________

Relationship to Applicant: ____________________________

How long have you known the applicant? ____________________________

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6. **Interpersonal Skills** *(Consider the applicant’s ability to work in a team)*

Please continue on other side
Please comment on the applicant’s ability to be a successful peer leader, and anything else you think we should know.

Please check one of the following

☐ Highly Recommend
☐ Recommend
☐ Recommend with Reservations
☐ Do Not Recommend

Comments:

Signature ________________________________  Date _________

Position ________________________________  Email _________

Please return to Kaaren Williamsen in the Gender and Sexuality Center by Friday, April 15, 2011.

Thank you!
Job Description: Gender and Sexuality Center Associate

Contract: 8-10 hours per week, fall training

Department: Gender and Sexuality Center

Contact Person: Kaaren Williamsen, x7179

Office & Position Description
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Position requirements
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• Ability to work independently and be self motivated
• Ability to professionally represent the GSC across campus
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GENDER AND SEXUALITY CENTER ASSOCIATE APPLICATION 2011-2012

Please complete application and return to the Gender and Sexuality Center by Friday April 15, 2011.

We will contact you for an interview time.

Name: _______________________________________________________________
Phone Number: ____________________ Year: _______________________
Email: _____________________________ Major: _______________________
Where do you plan to live next year? __________________________________________
Are you planning to be off campus any term next year? _______________________
If yes, please explain:

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2. What are your previous work experiences at Carleton and elsewhere? What did you learn that you could apply to the GSC?

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To be completed by applicant

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Signature: ___________________________ Date: ______

Your Name: ____________________________________________________

Relationship to Applicant: __________________________________________

How long have you known the applicant? _____________________________

Please rate the applicant on a scale of 1 to 5 on the following

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Please continue on other side
Please comment on the applicant’s ability to be a successful peer leader, and anything else you think we should know.

Please check one of the following

- Highly Recommend
- Recommend
- Recommend with Reservations
- Do Not Recommend

Comments:

Signature __________________________________________  Date __________

Position __________________________________________  Email __________

Please return to Kaaren Williamsen in the Gender and Sexuality Center by Friday, April 15, 2011.

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Relationship to Applicant: __________________________________________

How long have you known the applicant? ______________________________

Please rate the applicant on a scale of 1 to 5 on the following

5 – Excellent
4 – Above Average
3 – Average
2 – Slightly Below Average
1 – Below Average
NB – No Basis for Judgement

1. Leadership (Consider the applicant’s ability to organize and motivate others) ______

2. Communication Skills (Consider applicant’s listening skills and general communication skills) ______

3. Initiative (Consider applicant’s ability to act independently) ______

4. Responsibility (Consider applicant’s reliability, accuracy and promptness) ______

5. Appreciation of Diversity (Consider the applicant’s ability to work with diverse groups of students) ______

6. Interpersonal Skills (Consider the applicant’s ability to work in a team) ______

Please continue on other side
Please comment on the applicant’s ability to be a successful peer leader, and anything else you think we should know.

Please check one of the following

☐ Highly Recommend
☐ Recommend
☐ Recommend with Reservations
☐ Do Not Recommend

Comments:

Signature ________________________________  Date _________

Position ________________________________  Email _________

Please return to Kaaren Williamsen in the Gender and Sexuality Center by Friday, April 15, 2011.

Thank you!
GENDER AND SEXUALITY CENTER ASSOCIATE
JOB DESCRIPTION 2011-2012

Job Description: Gender and Sexuality Center Associate

Contract: 8-10 hours per week, fall training

Department: Gender and Sexuality Center

Contact Person: Kaaren Williamsen, x7179

Office & Position Description
The GSC offers resources and support on LGBT, women’s and men’s issues and coordinates campus initiatives to prevent sexual violence. We work with other campus organizations and offices to strengthen and sustain an inclusive campus community that promotes gender equality and awareness and welcomes people of all sexual orientations and gender identities.

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Position Responsibilities - Many of these responsibilities will be divided among the student staff.

• Coordinate and facilitate peer education programs, including LGBTA panels and floor workshops based upon the Our Whole Lives Comprehensive Sexuality Education curriculum.
• Assist with the day to day operations of the GSC
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• Coordinate/assist with the GSC newsletter
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• Prepare publicity for events
• Attend weekly staff meetings and regular one on one’s with the director
• Assume responsibility for tasks assigned on an as needed basis
• One GSCA may also be hired as the Q&A House Manager
• One GSCA may also be hired at the WA House Manager

Position requirements

• Strong interest in gender, sexuality and/or sexual violence prevention issues and willingness to maintain awareness of current issues surrounding gender, sexuality, sexual violence prevention and diversity
• Strong interest in working collaboratively with other offices and groups
• Ability to work well in a team
• Ability to work independently and be self motivated
• Ability to professionally represent the GSC across campus
• 8-10 hours a week
GENDER AND SEXUALITY CENTER ASSOCIATE APPLICATION 2011-2012

Please complete application and return to the Gender and Sexuality Center by Friday April 15, 2011.

We will contact you for an interview time.

Name: _______________________________________________________________

Phone Number: ____________________  Year: ____________________

Email: _____________________________  Major: ____________________

Where do you plan to live next year? ________________________________

Are you planning to be off campus any term next year? ____________________

If yes, please explain:

PLEASE TYPE YOUR ANSWERS TO THE FOLLOWING QUESTIONS

1. Why are you interested in a peer leader position at the Gender and Sexuality Center?

2. What are your previous work experiences at Carleton and elsewhere? What did you learn that you could apply to the GSC?

3. Peer education is a major component of the GSCA position (ex. LGBT Panels, Workshops, Not On Our Campus). What experiences do you have with peer education and why would you make a successful peer educator?

4. Cultivating strong and healthy student communities around issues related to gender and sexuality is another key part to the GSCA position, how could you contribute to this goal? (Examples of communities – LGBT community, creating spaces to talk about masculinity, gender, feminism, intersecting identities, being a survivor, etc...).

5. Anything else you would like us to know?

Please distribute the enclosed evaluation forms to two people that know you well. Try to get at least one evaluation completed by a current peer leader (GSCA, SWA, RA, IPL, IPA etc...). Additional evaluations can be filled out by current or past supervisors, professors or other students. List their names and contact information here.

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THANK YOU FOR APPLYING!
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To be completed by applicant

Name: ____________________________________________________________

Please sign here if you waive your right of access to the information contained in this recommendation, thereby insuring its confidential nature.

Signature: ____________________________________________ Date: ______

Your Name: ______________________________________________________

Relationship to Applicant: __________________________________________

How long have you known the applicant? ________________________________

Please rate the applicant on a scale of 1 to 5 on the following

5 – Excellent  
4 – Above Average  
3 – Average  
2 – Slightly Below Average  
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1. Leadership (Consider the applicant’s ability to organize and motivate others) ______

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5. Appreciation of Diversity (Consider the applicant’s ability to work with diverse groups of students) ______

6. Interpersonal Skills (Consider the applicant’s ability to work in a team) ______

Please continue on other side
Please comment on the applicant’s ability to be a successful peer leader, and anything else you think we should know.

Please check one of the following

☐ Highly Recommend
☐ Recommend
☐ Recommend with Reservations
☐ Do Not Recommend

Comments:

Signature ________________________________ Date ________

Position ________________________________ Email ________

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Comments:

Signature ___________________________ Date _________

Position ___________________________ Email _________

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Thank you!
Job Description: Gender and Sexuality Center Associate

Contract: 8-10 hours per week, fall training

Department: Gender and Sexuality Center

Contact Person: Kaaren Williamsen, x7179

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GENDER AND SEXUALITY CENTER ASSOCIATE
APPLICATION 2011-2012

Please complete application and return to the Gender and Sexuality Center by Friday April 15, 2011.

We will contact you for an interview time.

Name: _______________________________________________________________
Phone Number: ____________________  Year: _________________________
Email: _____________________________  Major: _______________________
Where do you plan to live next year? ______________________________________
Are you planning to be off campus any term next year? _______________________
If yes, please explain:

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1. Why are you interested in a peer leader position at the Gender and Sexuality Center?

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| Signature: __________________|
| Date: __________ |

Your Name: __________________________________________________________

Relationship to Applicant: ______________________________________________

How long have you known the applicant? __________________________________

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5. Appreciation of Diversity *(Consider the applicant’s ability to work with diverse groups of students)*

6. Interpersonal Skills *(Consider the applicant’s ability to work in a team)*

Please continue on other side
Please comment on the applicant’s ability to be a successful peer leader, and anything else you think we should know.

Please check one of the following

- Highly Recommend
- Recommend
- Recommend with Reservations
- Do Not Recommend

Comments:

Signature __________________________________________  Date __________

Position __________________________________________  Email __________

Please return to Kaaren Williamsen in the Gender and Sexuality Center by Friday, April 15, 2011.

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☐ Recommend
☐ Recommend with Reservations
☐ Do Not Recommend

Comments:

Signature __________________________________________  Date __________

Position __________________________________________  Email __________

Please return to Kaaren Williamsen in the Gender and Sexuality Center by Friday, April 15, 2011.

Thank you!
Job Description: Gender and Sexuality Center Associate

Contract: 8-10 hours per week, fall training

Department: Gender and Sexuality Center

Contact Person: Kaaren Williamsen, x7179

Office & Position Description
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Position requirements
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GENDER AND SEXUALITY CENTER ASSOCIATE
APPLICATION 2011-2012

Please complete application and return to the Gender and Sexuality Center by Friday April 15, 2011.

We will contact you for an interview time.

Name: _______________________________________________________________

Phone Number: ____________________  Year: __________________

Email: _____________________________  Major: __________________

Where do you plan to live next year? __________________________________________

Are you planning to be off campus any term next year? _______________________

If yes, please explain:


PLEASE TYPE YOUR ANSWERS TO THE FOLLOWING QUESTIONS

1. Why are you interested in a peer leader position at the Gender and Sexuality Center?

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| Signature: __________________ Date: ________ |

Your Name: ____________________________________________

Relationship to Applicant: ________________________________

How long have you known the applicant? ____________________

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Please continue on other side
Please comment on the applicant’s ability to be a successful peer leader, and anything else you think we should know.

Please check one of the following

- [ ] Highly Recommend
- [ ] Recommend
- [ ] Recommend with Reservations
- [ ] Do Not Recommend

Comments:

Signature ___________________________  Date _________

Position ___________________________  Email _________

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Signature ____________________________ Date _________

Position ____________________________ Email _________

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Thank you!
GENDER AND SEXUALITY CENTER ASSOCIATE
JOB DESCRIPTION 2011-2012

Job Description: Gender and Sexuality Center Associate

Contract: 8-10 hours per week, fall training

Department: Gender and Sexuality Center

Contact Person: Kaaren Williamsen, x7179

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Name: _______________________________________________________________

Phone Number: ____________________  Year: _________________________

Email: _____________________________  Major: _____________________________

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Comments:

Signature ___________________________ Date _________

Position ___________________________ Email _________

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• Ability to work well in a team
• Ability to work independently and be self motivated
• Ability to professionally represent the GSC across campus
• 8-10 hours a week
GENDER AND SEXUALITY CENTER ASSOCIATE
APPLICATION 2011-2012

Please complete application and return to the Gender and Sexuality Center by Friday April 15, 2011.

We will contact you for an interview time.

Name: _______________________________________________________________
Phone Number: ____________________  Year: ________________
Email: _____________________________  Major: ________________________

Where do you plan to live next year? _______________________________________

Are you planning to be off campus any term next year? _______________________
If yes, please explain:

PLEASE TYPE YOUR ANSWERS TO THE FOLLOWING QUESTIONS

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| Signature: __________________ Date: ______ |

Your Name: ____________________________

Relationship to Applicant: ____________________________

How long have you known the applicant? ____________________________

Please rate the applicant on a scale of 1 to 5 on the following

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<th>5 – Excellent</th>
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5. Appreciation of Diversity (Consider the applicant’s ability to work with diverse groups of students) ______

6. Interpersonal Skills (Consider the applicant’s ability to work in a team) ______

Please continue on other side
Please comment on the applicant’s ability to be a successful peer leader, and anything else you think we should know.

Please check one of the following

☐ Highly Recommend
☐ Recommend
☐ Recommend with Reservations
☐ Do Not Recommend

Comments:

Signature ____________________________ Date _________

Position ____________________________ Email _________

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Comments:

Signature __________________________________________  Date __________

Position __________________________________________  Email __________

Please return to Kaaren Williamsen in the Gender and Sexuality Center by Friday, April 15, 2011.

Thank you!
Job Description: Gender and Sexuality Center Associate

Contract: 8-10 hours per week, fall training

Department: Gender and Sexuality Center

Contact Person: Kaaren Williamsen, x7179

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Relationship to Applicant: __________________________________________________________________

How long have you known the applicant? __________________________________________________________________

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Comments:

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Position ______________________________ Email _________

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Thank you!
Gender and Sexuality Center Associate

Job Description: Gender and Sexuality Center Associate

Contract: 8-10 hours per week, fall training

Department: Gender and Sexuality Center

Contact Person: Kaaren Williamsen, x7179

Office & Position Description
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How long have you known the applicant? ________________________________

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Comments:

Signature ____________________________  Date ________

Position ____________________________  Email ________

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Position __________________________________________  Email __________

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Thank you!
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**Contract:** 8-10 hours per week, fall training

**Department:** Gender and Sexuality Center

**Contact Person:** Kaaren Williamsen, x7179

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- Attend weekly staff meetings and regular one on one’s with the director
- Assume responsibility for tasks assigned on an as needed basis
- One GSCA may also be hired as the Q&A House Manager
- One GSCA may also be hired at the WA House Manager

**Position requirements**

- Strong interest in gender, sexuality and/or sexual violence prevention issues and willingness to maintain awareness of current issues surrounding gender, sexuality, sexual violence prevention and diversity
- Strong interest in working collaboratively with other offices and groups
- Ability to work well in a team
- Ability to work independently and be self motivated
- Ability to professionally represent the GSC across campus
- 8-10 hours a week
Please complete application and return to the Gender and Sexuality Center by Friday April 15, 2011.

We will contact you for an interview time.

Name: ________________________________________________________________

Phone Number: ____________________  Year: ______________________________

Email: _____________________________  Major: ____________________________

Where do you plan to live next year? __________________________________________

Are you planning to be off campus any term next year? ________________________

If yes, please explain:

PLEASE TYPE YOUR ANSWERS TO THE FOLLOWING QUESTIONS

1. Why are you interested in a peer leader position at the Gender and Sexuality Center?

2. What are your previous work experiences at Carleton and elsewhere? What did you learn that you could apply to the GSC?

3. Peer education is a major component of the GSCA position (ex. LGBT Panels, Workshops, Not On Our Campus). What experiences do you have with peer education and why would you make a successful peer educator?

4. Cultivating strong and healthy student communities around issues related to gender and sexuality is another key part to the GSCA position, how could you contribute to this goal? (Examples of communities – LGBT community, creating spaces to talk about masculinity, gender, feminism, intersecting identities, being a survivor, etc...).

5. Anything else you would like us to know?

Please distribute the enclosed evaluation forms to two people that know you well. Try to get at least one evaluation completed by a current peer leader (GSCA, SWA, RA, IPL, IPA etc...). Additional evaluations can be filled out by current or past supervisors, professors or other students. List their names and contact information here.

Name: ____________________________  How do you know them?

Name: ____________________________  How do you know them?

THANK YOU FOR APPLYING!
The GSC offers resources and support on LGBT, women’s and men’s issues and coordinates campus initiatives to prevent sexual violence. We work with other campus organizations and offices to strengthen and sustain an inclusive campus community that promotes gender equality and awareness and welcomes people of all sexual orientations and gender identities.

To be completed by applicant

Name: __________________________________________________________________________________

Please sign here if you waive your right of access to the information contained in this recommendation, thereby insuring its confidential nature.

Signature: _______________________________________________________________________________ Date: __________

Your Name: ______________________________________________________________________________

Relationship to Applicant: __________________________________________________________________________________________________________________

How long have you known the applicant? ________________________________________________________________________________________________

Please rate the applicant on a scale of 1 to 5 on the following:

5 – Excellent
4 – Above Average
3 – Average
2 – Slightly Below Average
1 – Below Average
NB – No Basis for Judgement

1. Leadership (Consider the applicant’s ability to organize and motivate others) ______

2. Communication Skills (Consider applicant’s listening skills and general communication skills) ______

3. Initiative (Consider applicant’s ability to act independently) ______

4. Responsibility (Consider applicant’s reliability, accuracy and promptness) ______

5. Appreciation of Diversity (Consider the applicant’s ability to work with diverse groups of students) ______

6. Interpersonal Skills (Consider the applicant’s ability to work in a team) ______

Please continue on other side
Please comment on the applicant’s ability to be a successful peer leader, and anything else you think we should know.

Please check one of the following

☐ Highly Recommend
☐ Recommend
☐ Recommend with Reservations
☐ Do Not Recommend

Comments:

Signature ________________________________  Date _________

Position ________________________________  Email __________

Please return to Kaaren Williamsen in the Gender and Sexuality Center by Friday, April 15, 2011.

Thank you!
The GSC offers resources and support on LGBT, women’s and men’s issues and coordinates campus initiatives to prevent sexual violence. We work with other campus organizations and offices to strengthen and sustain an inclusive campus community that promotes gender equality and awareness and welcomes people of all sexual orientations and gender identities.

To be completed by applicant

Name: ________________________________________________________________________________

Please sign here if you waive your right of access to the information contained in this recommendation, thereby insuring its confidential nature.

Signature: ___________________________ Date: _________

Your Name: ___________________________________________________________________________

Relationship to Applicant: ________________________________________________________________

How long have you known the applicant? ____________________________________________________

Please rate the applicant on a scale of 1 to 5 on the following

5 – Excellent
4 – Above Average
3 – Average
2 – Slightly Below Average
1 – Below Average
NB – No Basis for Judgement

1. Leadership *(Consider the applicant’s ability to organize and motivate others)*
2. Communication Skills *(Consider applicant’s listening skills and general communication skills)*
3. Initiative *(Consider applicant’s ability to act independently)*
4. Responsibility *(Consider applicant’s reliability, accuracy and promptness)*
5. Appreciation of Diversity *(Consider the applicant’s ability to work with diverse groups of students)*
6. Interpersonal Skills *(Consider the applicant’s ability to work in a team)*

Please continue on other side
Please comment on the applicant’s ability to be a successful peer leader, and anything else you think we should know.

Please check one of the following

- Highly Recommend
- Recommend
- Recommend with Reservations
- Do Not Recommend

Comments:

Signature ________________________________  Date _________

Position ________________________________  Email _________

Please return to Kaaren Williamsen in the Gender and Sexuality Center by Friday, April 15, 2011.

Thank you!