

MSCC L.T. Jordan Institute for International Awareness
2009-2010 DIRECTOR APPLICATION



Please type or print.

NAME _____ E-MAIL _____

LOCAL ADDRESS _____ PHONE # _____

PERMANENT ADDRESS _____ PHONE # _____

MAJOR _____ CLASSIFICATION _____ DATE OF BIRTH _____

NUMBER OF SEMESTER HOURS YOU ARE PLANNING ON TAKING _____

IS YOUR GPR AT LEAST 2.0? Yes No

FOR WHAT POSITION(S) ARE YOU APPLYING? _____

The MSCC L.T. JORDAN INSTITUTE is a diverse committee comprised of many different areas with the common goal of providing awareness of international cultures to both the campus and community. **Every director is expected to support and contribute to the Jordan's Institute programs in addition to their subcommittee work. Every director is expected to attend weekly meetings.** If you have any other questions please call the Jordan Office at 845-8770 or e-mail Kristin Krenz, Jordan Chair 2009-2010, at kristink@tamu.edu. For more information about our director duties, please see the next page.

Please answer the following questions on a separate sheet(s) of paper and attach it to your application. (Put your name on all attached sheets.) Please turn in two copies of your application.

1. How do you feel the MSCC L.T. Jordan Institute can help you to develop as an individual, and how can you contribute to the committee's strength and development?
2. What personal qualities do you feel that you could bring to this position? Why do you want this position?
3. What are your goals for this committee area in the coming year? Five years from now?
4. (For Vice Chair applicants only) What area do you feel needs the most emphasis this next year? What are your long-term goals for Jordan?

IMPORTANT: Vice Chair Applications are due **Wednesday, April 15, 2009 by 5:00 pm** in the Jordan Office (if the Chair position has already been filled). All other director applications are due **Friday, April 17, 2009, by 5:00 PM** to the Jordan Office (223-I in the Student Programs Office, 2nd floor of the MSC). If selected you are required to attend the transitions retreat on **Friday April 24, 2009. Make sure your personal data and release forms are attached. TO ACCESS PERSONAL DATA SHEETS, GO TO <http://apply.msc.tamu.edu/>, follow the link on step 2, fill out the form, and print the resulting sheet. Only one personal data sheet needs to be turned in with the application.**

Please rank only 2 of the following positions sought after in order of preference:

- | | | | |
|------------------------|------------------------|-----------------------|------------------------|
| ___ Programming | ___ IEO | ___ Greece Leadership | ___ Vice Chair |
| ___ ISP | ___ ILAP | ___ Development | ___ Marketing Director |
| ___ Fellows & ILAP USA | ___ Events Coordinator | | |

THANK YOU FOR APPLYING!

.L.T. Jordan Institute Subcommittees

The **International Service Program** is a subcommittee that organizes and oversees Jordan's program in the Dominican Republic, Honduras, and Guatemala. Each program is devoted to public service; more specifically, the program in the Dominican Republic and Honduras utilizes graduate students for medical service while the Guatemala program promotes agricultural service for undergraduates. Members of this subcommittee play a vital role in shaping every aspect of this program, from working with other academic bodies on campus to selection and orientation of program participants. This is one of Jordan's newest programs. **Members of this committee are not allowed to apply for the International Service Program during their time on the ISP subcommittee, but may apply for any other Jordan-sponsored travel program.** Duties of the ISP Director include:

- Developing the program with input of faculty, administration, and non-governmental organizations in the host countries
- Coordinating marketing the program to prospective applicants
- Reviewing applications, conducting interviews, and selecting participants
- Planning in the orientation and training process for participants
- Helping with fundraising for the program, including grant writing and meeting with potential donors
- Incorporating and training general committee members as future directors

The **L.T. Jordan Fellows Program** is the Jordan Institute's oldest program. It allows students involved in research to travel abroad to pursue their research interests. The director of this subcommittee will work with people from a variety of academic areas in coordinating the many aspects of this program. Duties of the Fellows Director include:

- Marketing the program to prospective applicants
- Reviewing applications, conducting interviews, and selecting participants
- Planning the annual Jordan Fellows Banquet
- Working with Fellows to plan their presentations for the University and B/CS community
- Incorporating and training general committee members as future directors

The **International Educational Outreach** program is an exciting program that provides information about other cultures to students in the Bryan and College Station school districts. Members of this subcommittee work with teachers and school staff to plan events, coordinate with various international performance groups on campus, and attend the events to ensure their success. Teachers may request a presentation on a specific country or international issue as well as a group performance. This performance-based program would highlight a variety of cultures and present information about different ideas and customs from around the world in a way that children can understand. Duties of the IEO Director include:

- Working with teachers and school staff to schedule events
- Developing a lesson plan for each program
- Finding and coordinating with international students or groups to represent their home countries
- Supervising events in the schools
- Working with children to encourage understanding of different cultures
- Marketing the program to Texas A&M students and schools in the Bryan/College Station area
- Incorporating and training general committee members as future directors

The **Internship and Living Abroad Program (ILAP)** is one of Jordan's most successful programs. Each summer, Jordan sends about ten students each to the Dominican Republic, England, Singapore, China, and Spain. Students are involved in selecting participants and helping them prepare for these trips. **Members of this committee are not allowed to apply for any ILAP program during their time in service to the ILAP committee, although they may apply for other Jordan-sponsored travel programs.** Duties of the ILAP Director include:

- Marketing the program to prospective applicants
- Reviewing applications, conducting interviews, and selecting participants
- Coordinating the orientation process for participants
- Planning for the future expansion of the ILAP program
- Incorporating and training general committee members as future directors

The **Greece Leadership Program** is a program that will send approximately 20 Texas A&M Sophomores to Greece to learn about the history and culture of Greece as well as ways to increase leadership and involvement on campus. This is one of Jordan's newest programs, meaning members in this committee will play key roles in the planning and development of this program. Duties of the Greece Leadership Director include:

- Finding and presenting program to potential donors
- Marketing the program to prospective applicants
- Reviewing applications, conducting interviews, and selecting participants
- Coordinating orientation meetings prior to departure
- Incorporating and training general committee members as future directors

The **ILAP USA** program provides internship opportunities to international students in San Ramon, California, through our partners at the Chevron Corporation headquarters. This travel program requires marketing and an initial screening of applications that will be sent to Chevron Corporation. Additionally, this committee director is responsible for helping to prepare the interns for their experience in an American business environment.

- Marketing the program to prospective applicants
- Reviewing applications, conducting interviews, and selecting participants
- Coordinating the orientation process for participants

The **On-Campus Programming** directors are charged with planning on-campus performance and lecture programs. In addition, the Jordan Institute sponsors a bi-annual program, the International Scholar Lecture Series, which will highlight A&M faculty who have made significant contributions in the international arena and who have impacted the world with their work. The programs provided on campus are an important part of Jordan's mission; therefore we strive to develop programs of high quality that will engage a significant part of the student body and surrounding community. Duties of the programming director include:

- Creation of new programming ideas
- Coordinating the necessary elements for successful programs
- Marketing the programs around campus through a variety of mediums
- Incorporating and training general committee members as future directors

The **Development** committee is charged with finding funds to allow Jordan to support its new programs. Jordan is currently raising funds for its new international programs, which need sizeable financial resources to continue their growth. This is one of Jordan's key need areas, and members of this committee will play a major role in determining Jordan's role in the future. Duties of the Development Director include:

- Finding and meeting with potential donors
- Writing grants for Jordan programs to submit to foundations
- Working with the MSC Development Team to procure long-term financial gifts
- Developing an annual newsletter to be sent to current and former organization members
- Incorporating and training general committee members as future directors

The **Events Coordinator** will be responsible for planning social and training events, organizing GCM meetings, and for sending out weekly emails on the Jordan listserv about Jordan events and activities. After the selection of new executive officers, this individual will plan a transitions retreat/orientation to provide new executives with an in-depth perspective on their new position. Duties of the Events Coordinator include:

- Organizing annual GCM retreats and planning monthly socials
- Creating two exec training sessions, one at the end of spring and one at the start of fall
- Working with the MSCC Human Resources team to help build a better community within the Jordan Institute
- Ensuring GCM involvement by monitoring attendance at events
- Coordinating GCM meetings, contacting speakers, emailing out articles to read
- Incorporating and training general committee members as future directors

The **Marketing Director** will be responsible for advertising the programs of the Jordan Institute to the Texas A&M campus and surrounding community. Both our on-campus and travel programs benefit from effective marketing and it is important that our organization target certain eligible groups within the student body as well as enhance a general recognition for all of the exciting opportunities that are available to students as a member of the Jordan Institute. Duties of the Marketing Director include:

- Brainstorming effective marketing strategies for both on-campus, travel, and community programs
- Producing all of the advertising materials of the organization, including flyers, posters, banners, and screensavers for both on-campus and travel programs.
- Incorporating and training general committee members as future directors