

HONORS & SCHOLARS International Affairs Scholars

LEADERSHIP COUNCIL APPLICATION INFORMATION 2019-2020

All applications to the International Affairs Scholars Leadership Council are due by **Friday, February 15th, 2019 by 5:00 PM** via this [Google Form](#). Please review this document thoroughly prior to applying!

Please contact Sam Harris (.4373) or Steven Blalock (.33) if you have any questions!

BACKGROUND

The Leadership Council (the “LC”) is the executive board of the International Affairs Scholars Program. The student leaders are committed to ensuring that the IA Scholars Program is the best that it can be while also serving as an invaluable resource for students.

Members of the LC play a key role in planning and executing events, serving as a liaison to students in the program, collaborating with fellow LC members and the broader Ohio State University community (faculty, staff, student organizations, etc.), and representing IA both on and off campus. Members of the LC serve in their respective roles for one (1) academic calendar year (August 2019-May 2020), with some meetings and projects starting the summer prior to the start of the semester. Current members of the LC are eligible to reapply for up to two (2) consecutive years.

Applicants should be in good academic standing in the IA Scholars Program and Ohio State.

TIMELINE

January 9th: LC Application Window Opens

February 15th: LC Application Window Closes

Mid-February – Mid-March: Interviews Conducted On-Campus

End of March: Applicants are Notified of Status

Beginning of April: Incoming LC Announced & Finalized

End of April: Outgoing & Incoming LC Lunch

POSITION DESCRIPTIONS

Chair

The Chair of the LC is the “face” of IA, both to the students in the program and the Ohio State and Columbus community. Responsibilities of the Chair include leading the weekly LC meetings and spring semester community meetings. The Chair addresses issues and concerns from students in the program, fellow members of the LC, and the Program Manager. The Chair may also be asked to plan and execute specific events, take the lead role in events involving other Scholars Programs (where applicable and appropriate), and assist the Program Manager with event planning (i.e. the Annual Retreat for first years). The Chair, with the Vice Chair, will also be responsible for alumni engagement for third and fourth year students who have completed the IA Scholars program.

Vice-Chair

The Vice-Chair has the same responsibilities as the Chair (above). In the absence of the Chair, the Vice-Chair is expected to lead the weekly IALC meeting and spring semester community meetings. The Vice-Chair also has the opportunity to serve as the lead on any new projects, initiatives, or proposals relevant to IA.

Academic Chair

The Academic Chair is responsible for planning, coordinating and leading events that are designed to complement and deepen student coursework in international affairs. The Academic Chair plans discussion groups, documentary screenings, research panels, and presentations on topics pertinent to international politics, culture, current events, and diversity. This position should expect to lead at least two (2) events per month, or six (6) a semester. This position requires collaborating with faculty, staff, students, etc. in planning and managing these events. Focus will be on connecting IA Scholars with undergraduate research opportunities as well raising awareness of international issues.

Community Service Chair (2)

The Service Chairs organize and implement community service and volunteer opportunities for IA Scholars. This includes connecting with Columbus area nonprofit organizations to build partnerships, develop service opportunities, and expand the IA Scholar network throughout the city. The Service Chairs also lead signature Ohio State community service events such as the Community Commitment Day in August and the MLK Day of Service in January. The Service Chairs collaborate with other student organizations as service opportunities become available or to connect current IA Scholars with opportunities in those organizations. This position should expect to lead at least two (2) events per month, or six (6) a semester. A background in community service and engagement is highly encouraged for those who apply to this position, either in their previous high schools, at Ohio State, in their local communities, churches, in sports, etc.

Professional Development Chair

This is a new position for the 2019-2020 IA LC. The Professional Development Chair will organize and lead events and programming designed to connect students with professional development opportunities both on and off campus. Examples of these types of events include resume writing, drafting cover letters and personal statements, navigating LinkedIn, networking, and interviewing. The Professional Development Chair will be responsible for identifying and recruiting Ohio State and Columbus area professionals to discuss potential career paths in the field of international affairs, broadly defined. This position should expect to lead at least 1-2 events per month, or 5-6 events per semester.

Social Chair (2)

The Social Chairs plan and lead events designed to create and build community among IA Scholars, especially first and second year scholars. These events include, but are not limited to, monthly dinners in Columbus, attending cultural festivals, coffee hours, game nights, and more. Applicants who are highly outgoing and willing to lead various trips throughout the city are particularly encouraged to apply. This position is expected to plan and lead at least two (2) events per month, or six (6) events per semester.

Second Year Experience and Mentorship Chair (3)

The Second Year Experience and Mentorship Chairs assist the Program Manager with the Second Year Symposium, held annually in April. The Symposium is a forum for second year students to showcase their second year projects to first year students and the university community. Specific tasks include assisting with event logistics and details, providing feedback and suggestions, staffing the event, and answering questions from second year students regarding their projects. Applicants to this position also manage and lead the IA Scholar Mentorship Program, and work closely with the Program Manager to match mentors and mentees, establish expectations and guidelines, and resolve issues relating to the program. These chairs may also lead events relating to the mentorship program and Second Year Mini-Retreat.

Communications and Outreach Chair

The Communications and Outreach Chair promotes IA Scholar events and news on social media (Facebook and Instagram). The Communications Chair is also expected to share information on funding opportunities and updates from Honors and Scholars, the Office of International Affairs, etc. The Communications Chair will also connect with IA Scholars to do bi-monthly "Scholar Spotlights" to promote current Scholars to the larger IA Scholar community. This position also assists in updating and editing the IA Scholars website. A background in social media management and communication tools (Canva, Adobe, etc.) is useful for this position.

Teaching Assistant (3)

The Teaching Assistants are assigned to one (1) of the Scholar Seminars required for first year students. The Teaching Assistants will assist with the grading of assignments as well as assisting the Program Manager with class discussions on various topics and themes relating to international affairs. Teaching Assistants will also be expected to lead a minimum of three (3)

lessons of their own choosing and are responsible for the preparation and execution of the lesson for the 50-minute class. Applicants with teaching experience and are comfortable with speaking in front of groups are encouraged to apply. The Teaching Assistant is also expected to build relationships with students in their respective Seminars, and should be comfortable serving as a resource for students. In the spring semester, the Teaching Assistants are able to organize and lead their own events or in collaboration with the other LC members.

FREQUENTLY ASKED QUESTIONS (FAQS)

Question: Can I apply to more than one (1) position on the LC?

Answer: Yes! But you must submit a SEPARATE application to every position in which you are applying.

Question: If I am second year and am offered a position on the LC, must I complete a Second Year Experience Project (SYEP)?

Answer: No. Second Year LC members are exempt from the SYEP and presenting at the Second Year Symposium. **However, it is expected that all members of the LC, regardless of year, assist in the planning and staffing of the Symposium.**

Question: How many hours a month can I expect to commit to as part of the LC?

Answer: It depends. On average, you can expect anywhere between 5-10 hours a month. This includes a weekly LC meeting (typically 45 minutes-1 hour), planning and/or staffing events, assisting Steven at events as needed, etc.

Question: Why should I apply the LC?

Answer: Serving on the LC has a lot of benefits, including being a resume builder, a leadership, networking, and learning experience, an opportunity to build skills in event planning/logistics/student development, as well as making your mark on the IA program. LC members can also attend the annual Leadership Summit organized by Honors and Scholars every year.

Question: What kinds of people are you looking for? What experience or background should I have?

Answer: We are looking for IA Scholars who are committed and passionate about IA and Ohio State in general. While we are not looking for a specific set of experiences, skillsets, or background, we want to recruit students who are engaged, willing to collaborate with the entire LC and university community, and demonstrate an interest in strengthening and/or expanding IA's programming and impact on first and second year students.

Being involved in student organizations at Ohio State or in high school or serving in a leadership capacity prior to applying is certainly helpful, but not required. LC members, however, are typically already involved on campus, in sports, in their communities as volunteers, are undertaking research projects, etc.