

Student Leadership Positions – Application Instructions

Step 1: Log into DragonJobs: www.mnstate.edu/dragonjobs/ using your starid and password.

Step 2: If you have not logged into DragonJobs before it will ask you to complete your profile by walking you through step by step.

Step 3: Once your profile (Step 2) is completed, you can search for the Student Leadership Positions job by clicking on ‘Jobs’ on the top blue tool bar. Then click on ‘On-Campus’ jobs.

Step 4: Click on the Student Leadership Positions

Step 5: Have a resume, cover letter and references that meet the following requirements (you will upload these documents after Step 2):

Resume - no specific requirements

Cover Letter

1. Why are you interested in a student leadership position?
2. Please list any previous and current employment and campus involvement. What skills or experiences have you gained from this involvement? How do these skills/experiences make you a strong candidate?
3. What does being a representative of the MSUM community mean to you? How would you convey what it means to be a Dragon to potential students, families, and new students?

References

Three needed in which one should be from a full-time professional staff member or a faculty member from MSUM. RA candidates’ one reference must be from your current RA. If you currently live off campus, please provide a reference from your former RA.

1. Name of reference
2. Phone number of reference
3. Email of reference
4. Relationship of reference to you (supervisor, faculty member, etc.)

Step 6: Click on the green 'apply externally' button to your right

Step 7: Follow the instructions to complete your application by uploading your resume, cover letter and references. Then click on the green button ‘Step 2: External Application’. This will bring you to the Student Leadership Common Application. Make sure to answer all of the questions and then click on the arrow key in the lower right hand corner of the screen to move through the application. Once your application has been received, you will

see the following message at the top: “Thank you for completing the student leadership application process. Your application has now been submitted and will be reviewed Interviews are taking place the weeks of 2/1/19 - 2/22/19. You will be receiving communication from departments on how to sign up for interview times.”

Applications are being accepted for the following MSUM Student Leadership Positions (see attachment for position descriptions):

- Dragon Ambassador
- Dragon Mentor
- International Student Diplomat
- Resident Assistant (RA)
- SMART Start Mentor
- Student Orientation Counselor (SOC)
- Wellness Educator
- Wellness Supervisor
- Recreation Supervisor
- Peer Advisor
- Dragon Entertainment Group Event Coordinator
- Dragon Entertainment Group Photographer
- Dragon Entertainment Group Graphic Designer
- Dragon Entertainment Group Marketing & Social Media Coordinator
- Student Union Building Manager/Assistant
- Student Union Communication Specialist

Application deadline is January 25th. Interviews will be taking place the weeks of 2/1/19 - 2/22/19. You will be receiving communication from departments on how to sign up for interview times.

If you have any questions on how to apply, please stop by the Career Development Center in Flora Frick 151 or contact us at careers@mnstate.edu or 218.477.2131.