

# LIHC Spring 2012 Application

Due January 27th at 11:59 pm to [comp@harvardleadership.org](mailto:comp@harvardleadership.org)

Dear Applicant,

We are very pleased that you are interested in joining the Leadership Institute at Harvard College (LIHC). LIHC is a student organization devoted to fostering the awareness, skills, and values of leadership among Harvard undergraduates. By providing skill-building programs and channels for collaboration between student leaders, LIHC aims to inspire and empower students to fulfill their leadership potential at Harvard, in their communities, and in their world. While being a part of the Leadership Institute requires great commitment and dedication, we believe that this work will be an incredibly rewarding and fulfilling experience for you.

The full application process for LIHC membership consists of a written application, an individual interview, and a group interview. Once accepted, new members will have an orientation on February 11th, 2012. All stages are mandatory for those who wish to become members. Advancement through each stage will be determined by current LIHC members. **Please see Section I on page 2 for a timeline of the application process.**

We have a number of diverse committees to choose from that we hope will fit your various interests. Our committees are: (1) The Leadership Development Initiative (LDI), (2) The Presidents' Forum (TPF), (3) The Harvard Undergraduate Leadership Magazine (HULM), (4) Social Outreach (SO), and (5) External Relations (ER). **Please see Section II on pages 3-4 for the qualifications and brief descriptions for each committee.**

**The Spring 2012 application is on page 6 of this document and a Word document version is available at <http://www.harvardleadership.org>**

Please let us know if you have any questions by e-mailing [comp@harvardleadership.org](mailto:comp@harvardleadership.org), and feel free to reach out to all current LIHC members. You can also visit our website at [www.harvardleadership.org](http://www.harvardleadership.org) for more information on the Leadership Institute. Thank you once again for your interest, and we look forward to reading your application!

Best regards,  
The LIHC Executive Board

## I. Timeline of Spring Application Process

- **Thursday, January 26: LIHC information session, 7 - 8pm location TBD**  
Join us to learn about our organization and what we do on campus and in the community (Optional).
- **Friday, January 27: Applications due at 11:59pm to [comp@harvardleadership.org](mailto:comp@harvardleadership.org)**
- **Sunday, January 29: Interview Notification**  
Applicants will be notified whether or not they receive interviews. A Doodle will be sent to those selected to schedule a specific time for Feb. 4. The Doodle must be completed by Feb. 2 but applicants are advised to sign up early in order to secure a time that works for them.
- **Saturday, February 4: Individual Interviews\***  
Applicants will have one 15-minute interview between 10am and 6pm with **each** committee to which they are invited.
  - Emails will be sent by midnight to interviewees to notify them whether they advance to the group interview round for each committee.
- **Sunday, February 5: Group interviews\***  
Applicants who advance will have a mandatory group interview according to the following schedule. More than one group interview may be requested for applicants who apply to multiple committees.
  - LDI: 12:00 - 1:00pm
  - TPF: 1:00 - 2:00pm
  - HULM: 2:00 - 3:00pm
  - SO: 3:00-4:00pm
- **Monday, February 6: Acceptance Notification Deadline\***  
Emails will be sent to group interviewees notifying them if they have been accepted.
- **Saturday, February 11: Mandatory New Member Orientation 2pm-5pm**  
New members will join us to learn about LIHC's history, our members, and our committees so that they are prepared to join committees as full members ready to help fulfill our mission.

**\*Note:** ER will conduct separate interviews. Individual interviews will occur on **Monday, February 6**. Group interviews will occur on **Tuesday, February 7**. Location and times TBD. Acceptance notification will occur on **Wednesday, February 8**.

## IIa. Committee Descriptions

### Social Outreach (SO)

The Social Outreach committee works to promote leadership development and service outside the bounds of Harvard. We focus on empowering youth with the values, skills and inner confidence to be leaders and accomplish positive change in their schools, communities, and the world. We have partnered with Citizen Schools to teach a civic leadership curriculum to middle school students in the Boston area twice a week, and we are working to expand the reach of this unique curriculum in the United States and globally. In January 2011, we taught a four-day version of our curriculum to youth leaders in Bhutan (called YOUth Lead the Change), and delivered a similar free camp to Boston students in August. Additionally, we are developed the Teen Change Makers Program that will allow students to apply their leadership skills to better local neighborhoods. You will have the opportunity to explore how strong leadership fosters strong communities and experience leadership in action. SO members enjoy the company of a talented, driven, and close-knit committee, and gain experience in curriculum-writing, teaching leadership, mentorship, fundraising, and coordinating projects concerning youth leadership development with national and international non-profits.

- **Positions available:**

*SO Committee Member — The responsibilities of SO committee members can include the following: teaching a 10-week leadership curriculum with local middle schools and community centers (optional, but encouraged); curriculum development and impact measurement; outreach to local organizations, large non-profits, and other colleges; mentorship through the Teen Change Makers Program; working extensively in a group to find solutions to education gap; provide analysis on other organizations' best practices; and communicate on a frequent basis to all members about updates and communications in and outside the committee. The SO member ideally takes initiative in committee to brainstorm through issues related to the teaching curriculum, international travel, mentorship, or grant writing.*

*SO teacher — The responsibilities of LIHC-affiliated teachers include teaching a 10-week leadership curriculum with local middle schools or community centers and attending weekly teacher meetings. Teachers have the opportunity to learn leadership skills first-hand and to serve as mentors to inner-city Boston students.*

### External Relations (ER)

The External Relations Committee is the strategy, fundraising, and marketing arm of the Leadership Institute at Harvard College. The Committee leads the organization's strategic development initiatives, ensures financial stability and institutional growth, and manages the social media and marketing for the organization. Responsibilities include fundraising, managing LIHC's finances, building strategic partnerships with alumni, speakers, and other organizations, raising ad revenues for our magazine, and launching a host of new strategic initiatives. You will receive significant business experience, exposure to leaders in every realm of public life, and incredible leadership opportunities.

- **Positions available:** *ER Committee Member*

### The Presidents' Forum (TPF)

Harvard has no shortage of leaders amongst its bevy of campus organizations, athletic teams, student businesses, and other entities. The Presidents' Forum (TPF) aims to bring these leaders together. Through discussion forums, workshops, social events, panels, and more, these leaders get a chance to step back from their activities to learn from each other for the betterment of themselves, their organizations, and the campus at-large. As a member, you will help plan events to bring student leaders together on campus to promote collaboration efforts while having fun. Members will gain experience in event planning, valuable leadership skills, and exposure to student leaders.

- **Positions available:** *TPF Committee Member*

### Harvard Undergraduate Leadership Magazine (HULM)

The *Harvard Undergraduate Leadership Magazine* engages the leaders of tomorrow by providing students with a broad array of perspectives on leadership, challenging them to reevaluate their own definitions of leadership, and empowering them to transform that acquired knowledge into a tangible, positive impact on the world. Our

magazine is divided into three sections: Features, Around Campus, and Skills, and our latest edition featured articles on personalities such as the Dean of HBS, the CEO and Chairman of P&G, and a child-solider turned rap star named Emmanuel Jal. Our publication has more than tripled its distribution over the past four years, and our team sees an opportunity to grow into one of the most respected and well-known publications on campus. If you are accountable, proactive, pay close attention to detail and are interested in joining our editorial board, please see the available positions below and apply. We strive not only to inform our readers but also to give our staff rewarding and fun experiences working on a team while developing their creative and analytical skills.

**Positions available:**

*Section Editors (Around Campus and Skills): The Around Campus section focuses on leadership within the university, while the Skills section provides direct strategies that serve as how-to guides on common leadership challenges. Each editor will manage a team of 5-8 writers and facilitate collaborations with our designer and photographer.*

*Director of Outreach: The Director of Outreach will work on strategic distribution and launch campaigns and take on responsibilities leading the Consumer Marketing Team.*

*Consumer Marketing Team\*: This team is responsible for executing the marketing, promotion, and distribution of our publication. The team will also assist in facilitating sponsorships and engage our new online strategy.*

*\*NOTE: team members will not be part of the editorial board, but will serve as a special HULM subcommittee.*

**Leadership Development Initiative (LDI)**

The Leadership Development Initiative carries many of LIHC's programs that are geared towards Harvard students. Our mission is to both expose students to today's top leaders and equip them with the tools to practice leadership effectively in their lives on campus and beyond. We do so through various events such as workshops, panels, speaker series, conferences and long-term projects. Examples of past events include speaker events with Harvard Business School Dean Nitin Nohria, CNN Senior Political Analyst David Gergen, and Secretary of the Navy Ray Mabus, workshops with the Corporate Executive Board, Dale Carnegie, Training and Authentic Leadership Development, panels with leaders in the restaurant and other industries, conferences on social innovation and youth leadership development. We also have a range of exciting upcoming projects to get involved in this semester. As a member, you will work as part of our highly collaborative team to both plan and deliver these professional and valuable programs to the Harvard community. Not only will you create real value for others, but you will also develop valuable practical and analytical skills applicable to your future path or career.

● **Positions available: LDI Committee Member**

*Responsibilities include attending weekly planning meetings, working on a project team to plan and execute an event, learning and implementing strategizing skills, reaching out to top leaders to build the LIHC network.*

**Iib. Other positions**

**Director of Web Operations and Strategy**

We are looking for someone familiar with Joomla and Drupal and/or web coding who would like to serve as Director as Web Operation and Strategy as well as a member of a committee if they desire. Not only will you be responsible for building and maintaining the LIHC website and blog, but you will help to shape our overall online strategy. You will also work with each committee to support their programs and initiatives. If interested in this position, please indicate it along with committee preferences on the application. This position works directly with the LIHC Executive Board.

**III. Members of LIHC receive these and other benefits:**

● **Personal Leadership Mentor**

The Leadership Institute is one of the only student organizations that coordinates *personal* mentoring for LIHC members with current Harvard Business School, Harvard Law School, Harvard Kennedy School, and Harvard

Medical School students on leadership skills, personal development and career advice. Each mentor is selected through a rigorous process by the Board of Advisors and Faculty advisors.

- **Leadership Training**

LIHC offers exclusive training sessions with distinguished Harvard and MIT Professors, professional leadership consultants, real-world business/medical/law/non-profit leaders, and workshops to help members develop leadership skills. LIHC has the only professional and curriculum-based leadership program within a Harvard student organization.

- **Exclusive Access to Events**

Members will have behind-the-scenes access to specific events with dynamic speakers and teachers. For example, we have held private meals with distinguished guests (e.g. Secretary of the Navy, CEOs of Fortune 500 companies, world leaders in the non-profit sector)

- **Dinners, Outings, and Social Events**

Join in on the social side of leading with LIHC's social events and special meals to reinforce that leadership is also about forming personal relationships. LIHC is a close-knit community and members claim the community is a highlight of their experience.

- **Personal Website/Printed Materials**

Your name and biography will appear on the prominent LIHC website, Harvard's unofficial homepage for leadership-related information.

- **Work and grow with a strong team**

You will have the opportunity to work with passionate students and develop leadership 'on the job' as a member of LIHC.

*For more information on LIHC, please visit [www.HarvardLeadership.org](http://www.HarvardLeadership.org)*

*Please email [Comp@HarvardLeadership.org](mailto:Comp@HarvardLeadership.org) if you have questions*

# LIHC Spring 2012 Application

Please answer the following questions on a document titled *FirstName-LastName.pdf* (or *.doc*) and send to [Comp@HarvardLeadership.org](mailto:Comp@HarvardLeadership.org) by 11:59 pm on January 27<sup>th</sup>.

**Name:**

**Email:**

**Graduating Class:**

**Concentration:**

**Mailing address:**

**Harvard house or dorm you reside in (e.g Thayer 101):**

**Cell phone number:**

**Desired position(s) in ranked order:**

**Short essays:**

1. Please elaborate on your interests in joining the Leadership Institute at Harvard College (200 words max)
2. Please elaborate on your interests in the position(s) indicated (250 words max)
3. What skills do you feel that you contribute to a team? What role do you play in teams? (200 words max)

**Brief questions:**

Would you like to write for the *Harvard Undergraduate Leadership Magazine*? Yes No

If yes, briefly tell us about any leaders you would like to interview, any leadership skills you want to explore, or any other leadership topics you are interested in writing about:

Would you like to teach social change leadership to middle school students? Yes No

Would you be interested in serving as our Director of Web Operations and Strategy? Yes No

NB: Applicants interested in teaching, writing, Web Director can apply to any committee of their choice.

**Resume**

- **Please attach a resume to your application.** (PDF format preferred but not required). Your resume should include most significant high school and college experiences, organizations you are involved in, and significant work experience. It can be included in a document with the questions above or be its own document titled *FirstName-LastName-Resume.pdf* (or *.doc*).

**Due by 11:59 pm on Friday, January 27<sup>th</sup>, 2012.**

**Applications and any questions should be sent to:**

**[Comp@HarvardLeadership.org](mailto:Comp@HarvardLeadership.org)**

**You will receive an email on January 28<sup>th</sup> notifying you whether you received an interview. Please see the schedule on the first and second page of the application for details on the recruitment calendar. Any unavoidable conflicts must be brought to our attention at the time of your application.**