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**Minnesota Association for College Admission Counseling**

**2018-2019 Leadership Development Program**

***A series of seminars and events designed to develop emerging leaders.***

**Application Instructions**

Thank you for your interest in the nationally recognized Minnesota Association for College Admission Counseling (MACAC) Leadership Development Program. We encourage applications from professionals who assist students in the transition to post-secondary education and who have a minimum of three years experience in the profession. Program participation is limited to 12 individuals.

**Program Expectations:**

All participants are expected to attend all program seminars and events as outlined below and to complete all required readings.

**August:** One day Kickoff Meeting.

**National College Fair:** Lunch/meeting following session one of the MN National College Fair.

**November:** Meeting and session with MACAC Board during their regular meeting.

**January:** Lunch and meeting in conjunction with the MACAC Financial Aid Workshop and training.

**February:** Participation in Day on the Hill with MACAC Leadership and Government Relations Committee.

**Spring Conference:**  Meeting with NACAC Representative, wrap up and recognition.

**Ongoing:** Participation on a MACAC Committee. (For more information about Committees, go to mn-acac.org)

**Leadership Development Program Objectives:**

1. Provide opportunities for leadership contributions by participants to their home institution (high school, college or university, or community based organization) as a result of participation in this program.
2. Help participants gain an understanding of the collaborative leadership “culture” that MACAC desires to preserve.
3. Help participants identify and develop individual leadership styles that are aligned with and complement the organization’s mission and culture.
4. Establish and develop coaching and mentoring relationships between junior and senior members of MACAC.
5. Help participants gain a working knowledge of both the MACAC and NACAC structure.
6. Help participants develop skills to participate in and/or lead MACAC committees and associated meetings (facilitation, conflict management, group dynamics).

**Program Costs:**

All direct program costs, *excluding mileage and incidentals*, will be covered by MACAC.

**Application requirements:**

1. Complete the Application, which includes a Supervisor Support Statement.
2. Submit your essay responses.
3. Secure a recommendation (form enclosed) from your supervisor, or a co-worker who is a senior member of the staff. (***Note:*** ***All recommendations are confidential and will not be shared with the candidate.)***

**Applications may be mailed or sent as PDFs via email to:**

Joe Herrera, Associate Director of Transfer Admissions

Mail: University of St. Thomas, 2115 Summit Ave Mail # 5017, St. Paul, MN 55105

Email: joe.herrera@stthomas.edu

Application materials must be postmarked or submitted via email no later than **June 15, 2018*.*** Program participants will be selected by a committee of senior members of MACAC. Decisions will be e-mailed by **July *1***.

**Leadership Development Program Committee Members & Contact Information:**

Please feel free to contact the committee chairs with any questions you may have about this program.

Joe Herrera, University of St. Thomas – Chair ([jvherrera@stthomas.edu](mailto:jvherrera@stthomas.edu))

Chad Terry, Rosemont High School ([Chad.Terry@district196.org](mailto:Chad.Terry@district196.org))

**Minnesota Association for College Admission Counseling**

**Application for the 2018-2019 Leadership Development Program**

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**Personal Information:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last First Middle

School/Organization Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, State, Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-Mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell or Home Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-Mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1) List professional positions held, including school/organization and number of years in each position:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Program Expectations:**

Attendance at all program seminars and events as outlined below is required. Participants are also expected to complete all required readings as part of the Leadership Development Program curriculum.

**August:** One day Kickoff Meeting.

**National College Fair:** Lunch/meeting following session one of the MN National College Fair.

**November:** Meeting and session with MACAC Board during their regular meeting.

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**Program Costs:**

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Joe Herrera, Associate Director of Transfer Admissions

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**Supervisor Support:**

I have reviewed the Leadership Development Program expectations and support

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in his or her participation throughout the year.

Candidate name

Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last First

Supervisor Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, State, Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-Mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Essay Questions:**

In the space provided, or on an additional page, please respond to each of the following questions. Please limit your responses to 150 words or fewer.

1. What is your job and how do you exercise leadership in that job? How do you exercise leadership outside of your job?

2. In your own experience, or as you observe others, what do you find to be the most challenging about leading people?

3. Please name up to three skills you’d like to develop to make you a better leader and how you think the LDP series might help.

1. Please share what has been most rewarding about your career thus far.
2. How do you see the Leadership Development Program helping you enhance your professional experience?

**Minnesota Association for College Admission Counseling (MACAC)**

**Leadership Development Program**

**Recommendation Form**

Applicant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last First Middle

We are delighted to inform you that your colleague (noted above) is applying for the nationally recognized Minnesota Association for College Admission Counseling Leadership Development Program. We encourage applications from professionals who assist students in the transition to post-secondary education and who have three years of experience in the profession.

As part of the application process, each candidate is required to submit a recommendation from a supervisor, or a co-worker who is a senior member of the staff. ***All recommendations are confidential and will not be shared with the candidate.*** In the space provided, please respond to the following questions. You are welcome to submit a letter of support instead if you desire.

Recommender Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title/Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, State, Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-Mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. How do you see the candidate benefitting from the Leadership Development Program?
2. Do you support the candidate for the Leadership Development Program? If you support with reservations, please explain below:  
   \_\_\_\_Yes \_\_\_\_\_No \_\_\_\_\_\_ Yes, with reservations:

Explanation:

1. What do you see this candidate contributing to MACAC and the profession?
2. Additional Comments:

**Recommendations must be postmarked or submitted via email no later than June *15,* and sent to:**

Joe Herrera, Associate Director of Transfer Admissions

Mail: University of St. Thomas, 2115 Summit Ave Mail # 5017, St. Paul, MN 55105

Email: joe.herrera@stthomas.edu