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**The Center for Innovation and Entrepreneurship**

**Team Member Application**

**Academic Year 2013-2014**

**What we do:** The CIE is dedicated to encouraging and supporting entrepreneurial initiatives at the Claremont Colleges. Led by a team of faculty, staff, alumni, advisors, and students, our organization aims to give members of the Claremont Colleges access to relevant resources, provide networking opportunities with prominent entrepreneurs and investors, share ideas across creative minds, and engage in innovative discourse.

**Who we want:** Whether your experience with entrepreneurship includes a semester in the Silicon Valley or an afternoon of selling lemonade on your driveway, as long as you’re passionate about enhancing entrepreneurial thought among the 7Cs, you can be an influential member of our team. You should also be able to work well in groups, be comfortable conversing with faculty, alumni, and affiliated entrepreneurs, and be a self-starter looking to bring fresh ideas and start new initiatives in our program. Specifically, we’re looking for people to fill the following roles:

**Director of Marketing**

This person will be responsible for coordinating and organizing events throughout all phases of the planning process. This will include creating promotional documents

(fliers, posters, etc.) using Publisher and Photoshop, collaborating with team members

and the CIE Program Coordinator on event generation, communicating with relevant staff and faculty members, and integrating marketing efforts into social media.

**Executive Secretary**

The Executive Secretary is the key organizational member of the CIE. He or she will be responsible for taking meeting notes, maintaining team systems such as Dropbox and Google Groups, and calendars, and working closely with the CIE Program Coordinator on organizational efforts.

**Assistant Event Coordinator**

This person will work closely with our Director of Events to coordinate CIE- sponsored on-campus events. A key element of this role will be the ability to initiate new events that bring more volume and student involvement into the CIE. The Assistant Event Coordinator will work with all members of the CIE team to help generate ideas for workshops, talks, idea jams, etc.

**Webmaster**

The Webmaster is responsible for maintaining and developing the CIE’s website.

This includes making design changes, updating content, and offering technical assistance.

**CIE Startup Project Team Members**

The CIE Startup Project is a new initiative that will bring together 4-5 people to work on a student-run business with the support of the CIE. This team is expected to create a company idea, formulate a business model, perform market research, and develop a sustainable MVP by the end of the semester. The purpose of this team is for the CIE as a whole to gain more substantive insight on the processes behind starting a company as well as to provide a valuable good or service to the Claremont Community.

**Staff Writer for The Vanguard**

*The Vanguard* is the CIE’s new publication that covers the latest developments in

entrepreneurship. Staff writers are responsible for writing two 600-1200 word

articles a month on any topic within the realm of entrepreneurship (e.g. tech trends, social entrepreneurship, alumni spotlights). They are also responsible for attending regular staff meetings. All articles will be published on The Vanguard website. The number of positions is limited.

**Section Editor for The Vanguard**

Section Editors for *The Vanguard* are critical in ensuring that every article published

is of the utmost quality. Section Editors will receive articles on a monthly

basis and will have a number of weeks to edit. Expertise in grammar and previous experience in journalism is highly preferred.

**Application for CIE Membership**

*(feel free to use as much space as you need to fully answer the questions)*

Name:

Year:

Email:

Phone:

1) How do you define entrepreneurship?

2) Why are you interested in working at the CIE?

3) Describe a time when you took a risk and failed. How did you learn from this?

4) How do you think the innovation and entrepreneurship scene can be improved around the 5Cs?

5) Please choose the five qualities that most characterize you, or list your own:

Punctual Enthusiastic Collaborative Professional

Witty Problem-solver Organizational Interpersonal

Versatile Conscientious Self-starter Quantitative

Adaptable Considerate  Positive Sharp

Relatable Leader Diligent Motivated

Innovative Forward-thinking Listener Operational

Team-player Candid Pragmatic Lively

Other(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6) What position(s) are you most interested in and why? What experience and expertise can you bring to this role?

7) What is your favorite app (iPhone, computer, etc.) or software program?

Thank you for your application! Please send this completed document **and a copy of your resume** to [cie@cmc.edu](mailto:cie@cmc.edu) by **Friday, September 20.** We will follow up with you by Friday, September 27 regarding the status of your application. For more information about the CIE, please visit [cmc.edu/cie](http://www.cmc.edu/cie)