

## Clarke Forum Student Project Manager Application

*Application Deadline: Sunday, March 26 at 11:59 p.m.*

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### **About the Clarke Forum:**

The Clarke Forum for Contemporary Issues, founded in 1994 with a generous gift from Trustee Henry Clarke, brings the unique strengths of an interdisciplinary liberal arts perspective to the critical examination of pressing contemporary issues. The Clarke Forum believes that critical reflection and the informed exchange of divergent ideas across academic disciplines improves knowledge and understanding.

The Clarke Forum connects the students and faculty of Dickinson College and members of the broader community with scholars, practicing professionals and activists through the use of lectures, seminars, and conferences. By encouraging engagement with these visitors in ways that allow for dialogue and critical reflection, the Clarke Forum helps prepare students to become knowledgeable, productive, and intellectually active citizens and leaders. The Clarke Forum also provides a space where faculty can come together to discuss ideas and solutions to social problems from many perspectives. With programs that are free and open to the public, the Clarke Forum is a vital part of the community, continually enhancing public awareness and understanding of critical contemporary issues.

### **Description of Student Project Manager Position:**

This is a paid position. As a Student Project Manager, you are responsible for:

- Designing posters and programs for all events using Adobe InDesign and Photoshop
- Researching topics and speakers
- Writing press releases, topical backgrounds, biographies, and introductions
- Introducing guest speakers
- Conducting interviews with guest speakers
- Editing audio interviews using Audacity
- Coordinating future events with fellow project managers
- Hanging posters around campus
- Escorting guest speakers
- Attending receptions, dinners, and events
- Providing general office support to Clarke Forum staff
- Contributing to projects related to the Clarke Forum's mission

Strong writing and communications skills are required. Project managers are also required to work together as a team and to professionally represent the Clarke Forum to the greater Dickinson community and to guests.

**Workers must be willing to commit 9 to 11 hours each week which includes two mandatory student project manager staff meetings (every Tuesday at noon and every other Thursday at noon).**

**In addition, workers must be available for mandatory training on the following days before classes begin: Thursday, August 24 from 5:30 – 8 p.m., Friday, August 25 from 9 a.m. – 4 p.m., and Saturday, August 26 from 9 a.m. – 4 p.m.**

No prior work experience is necessary. Prior knowledge of programs such as InDesign, Photoshop, and Audacity are a plus, but not required. Training will be provided, but please mention any previous experience with these tools. Students should possess the ability to work both independently and in a group environment.

**APPLICATION MATERIALS: PLEASE SUBMIT THE FOLLOWING:**

- (1) **Resume that includes GPA**
- (2) **“Topical Background” Essay (~350-400 words) – (see below for the topic, next page is a sample)**
- (3) **Brief cover letter (1 page) that should include reasons for applying and highlight experience and skills you can contribute to The Clarke Forum.**
- (4) **Names of two faculty members who would serve as references.** (Professors who had you in their class).

For each program, student project managers are required to conduct research on their respective events. They must then write a “topical background” approximately 350-400 words in length that introduces and provides background information on the issue to the attending audience. These essays are to be limited to **fact-based information with no opinion**. Three to five reputable sources are required. See sample Topical Background (attached).

Topic for the Topical Background:

***The Promise and Peril of Artificial Intelligence in the Age of ChatGPT***

*Application materials must be submitted electronically to:*

[clarkeforum@dickinson.edu](mailto:clarkeforum@dickinson.edu) by **Sunday, March 26 at 11:59 p.m.** *Late applications will not be accepted.*

What to expect: We will contact you by Wednesday, April 5. If you are selected for an interview, they will be held the following two weeks.

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## SAMPLE TOPICAL BACKGROUND ESSAY

Event: *The Opioid Epidemic in Central Pennsylvania*

### A Growing Epidemic

The Drug Enforcement Agency (DEA) tracked 4,642 fatal opioid overdoses in 2016 for the state of Pennsylvania. This roughly equates to 13 overdose deaths per day, with many deaths being from users as young as 15. Cumberland, Perry, Dauphin and Adams Counties rank as some of the highest in the state for heroin and fentanyl overdoses and continue to have increasing rates of overdoses, drugs seized, and drug convictions.

When prescribed by a medical professional, opioids are intended to treat chronic and severe pain. Drugs such as oxycodone (commercially known as OxyContin, Percodan, Percocet), morphine (Kadian, Avinza, and MS Contin) and hydrocodone (Vicodin, Lortab, Lorcet) are often prescribed to treat serious pain, cough, and diarrhea. They work by reducing the intensity of pain-signal perception in both the spinal cord and brain. They additionally act on the areas of the brain that control emotion, often times replacing the user's pain with pleasure or relaxation. Individuals using both prescription and illicit opioids can become addicted in different ways. Psychological addiction refers to when a user takes a drug to fulfill an emotional need and does not necessarily experience the physical symptoms of withdrawal. Physiological addiction is a very serious form of addiction and occurs when the body's cells cannot function without a particular substance or drug. In order to prevent facing withdrawal symptoms, users often increase their frequency or dosage of opioid consumption, which can lead to overdoses as the body's resilience to the drug weakens.

The creation of the DEA in 1973 established the beginning of the "war on drugs" and the fight against opioid misuse. Currently, opioids are classified as schedule I and II drugs by the DEA, defined as having a "high potential for abuse." Possession of, or affiliation with, the consumption or distribution of these types of drug results in the most serious form of criminal punishment.

Pennsylvania's efforts to combat the statewide opioid epidemic include legislation enacted in January 2017 that reduces maximum quantities of opioid prescribed at a single time, decreases prescriptions for minors, and urges courts to choose rehabilitation for convicted users instead of prison. Pennsylvania also faces newer challenges such as the legalization of the drug Naloxone which provides emergency relief from opioid overdoses but does not necessarily deter the use of opioids. Safe-injection sites have created even more controversy amongst Pennsylvania lawmakers as these proposed sites offer physician-monitored heroin injection for patients battling opioid addictions. These facilities provide sterile injection equipment, information about reducing the harms of drugs, health care, and access to a specialized medical staff.

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Information gathered from: Sam Quinones' *Dreamland: The True Tale of America's Opiate Epidemic* (Bloomsbury Press, 2015); Melissa Jones Wilkins, Amanda Connell, and Sandra Bullins' "The Opioid Epidemic and Its Effect on Life Care Planning" in *Journal of Life Care Planning*, 2017; "Analysis of Overdose Deaths in Pennsylvania, 2016" ([www.dea.gov/docs/.pdf](http://www.dea.gov/docs/.pdf)); "Drug Scheduling" ([www.dea.gov](http://www.dea.gov)); Allegheny County Medical Society's "Pennsylvania's New Opioid Laws and How They Impact Physicians" ([acms.org](http://acms.org), November 16, 2016); Thomas R. Kosten and Tony P. George's "The Neurobiology of Opioid Dependence: Implications for Treatment" in *Science & Practice Perspectives*, July 2002; and Mary Lynn McPherson's *Demystifying Opioid Conversion Calculations* (American Society of Health-System Pharmacists, 2010).