

Please check the position(s) for which you wish to be a candidate. You will be considered for each position based on your ability to meet all criteria, as well as departmental needs and position vacancies.

Head Resident

House Coordinator

Name:

last

first

middle

Student ID: _____

Graduation Year: _____

House: _____

Room #: _____

Phone Number: _____

Box #: _____

Email: _____ @ _____

I am currently a/an (please circle all that apply):

Transfer Student

First Year

Study Abroad

Resident Student

Sophomore

Other (please describe):

Commuter Student

Junior

International Student

Senior

Time Commitments:

Please list any significant time commitments you expect to have during the period of employment for the position(s) for which you are applying (i.e. academic, other jobs, vacation/trips etc.).

Total estimated hours per week needed for the above commitments: _____

Academic Information:

Please include with this application a copy of your Banner Web transcript.

Major: _____ Prehealth/Prelaw: _____
Minor: _____ GPA: _____

Social and Academic Standing:

Have you ever been subject to social or academic disciplinary action at Smith College? If yes, please explain on a separate sheet.

Resume:

Please include with this application a copy of your most recent resume, which details any leadership experiences you may have had. We encourage you to make an appointment with the Career Development Office to review your resume prior to submission.

References:

Please list the names, titles, phone numbers, and e-mail addresses of two (2) persons who will act as references on your behalf. At least one of your references should be a Smith College staff member, faculty member, or administrator. We also encourage references from current or past members of the student staff for Residence Life. Please provide each of your references with a copy of the student leadership reference form, available online.

Name: _____ Title: _____
Email: _____ Phone: _____

Name: _____ Title: _____
Email: _____ Phone: _____

Please list any specific housing or dietary needs.



SMITH COLLEGE

**RESIDENCE LIFE
SUMMER 2009
STUDENT STAFF APPLICATION**

Essay Questions:

Please submit a single typed essay that responds to the following questions thoroughly and thoughtfully. Your answer must be a minimum of one page long and a maximum of 750 words.

1. What interests you in the HR/HC position?
2. What special skills will you bring to the position?
3. What do you believe will be challenging about the summer HR/HC position?
4. Why should you be interviewed and hired as a summer HR/HC?

Deadlines:

Applications for positions for the summer 2009 are due by 4 p.m. on April 9, 2009. Any applications for summer 2009 submitted after this date will only be considered if there are still positions available after those submitted on time are considered, interviewed, and selected.

I understand that by submitting this application, I am providing permission for the search committee to review my Judicial Board records and academic transcripts.

Signature

Date

Please submit your completed application and reference forms to:

OFFICE OF STUDENT AFFAIRS
CLARK HALL 101
SMITH COLLEGE
NORTHAMPTON, MA 01063