

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 at <http://www.smith.edu/sao/SLARef.pdf>.

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

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Email: _____ Phone: _____

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 about the summer housing assistant position?
2. What experiences or skills do you have that make you a qualified candidate for this administrative position?
3. Describe an experience where you had to complete multiple tasks. How did you organize the tasks and what did you learn about yourself?
4. What challenges might you experiences in the summer housing assistant position?

Deadlines:

Applications for the summer housing assistant position are due by 4p.m. on April 9, 2009.

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