

SCHUSTER INSTITUTE for INVESTIGATIVE JOURNALISM
Administrative Assistant Application Form

The Schuster Institute for Investigative Journalism works with sophomore, junior and senior undergraduate students.

Once you've completed this form, please return it, *along with your resume*, to the Institute at mailstop 043, emacedo@brandeis.edu, or to our offices on level 2 of Goldfarb Library.

STUDENT INFORMATION

Name _____ Phone _____

E-mail Address _____ Mailstop _____

Freshman Sophomore Junior Senior Expected Year of Graduation _____

Major(s) _____ Minor (s) _____

Have you taken Journalism classes at Brandeis? Yes No
If yes, please fill out the following:

Course _____ Professor _____

Course _____ Professor _____

Course _____ Professor _____

Have you taken Legal Studies classes at Brandeis? Yes No
If yes, please fill out the following:

Course _____ Professor _____

Course _____ Professor _____

Course _____ Professor _____

Have you ever worked at Brandeis? Yes No
If yes, please fill out the following:

Office or Person _____ When? _____

Office or Person _____ When? _____

Is your information in the Student Employment office? Yes No

REFERENCES

Please provide the names and contact information for three references. Ideally, one would be a faculty member and two would be employers (current or former; on or off campus).

Name _____ Title _____

Department /Company _____

Phone _____ Email _____

Name _____ Title _____

Department /Company _____

Phone _____ Email _____

Name _____ Title _____

Department /Company _____

Phone _____ Email _____

ADDITIONAL INFORMATION

Please answer the following questions on a separate sheet of paper.

1. Why would you like to be involved in the Schuster Institute for Investigative Journalism?
2. What skills and experience (coursework, employment, extra-curricular) could you bring to the Institute? Please especially describe your experience with administrative work.
3. The Institute relies heavily on student contributions to complete critical work and meet deadlines. We need students to commit to 5 – 6 hours per week. What other commitments do you have for this semester/summer (classes, extra-curricular activities, athletics, employment, etc.)? What days / times would you be able to work at the Institute? If you know your availability M-F, 9am-6pm, please list it.
4. How did you find out about the Schuster Institute and this position?