

Student Activities Board Event Programmer Application

This is a student position working up to 17 hours per week from the beginning of fall quarter 2015 through the end of spring quarter 2016. The Event Programmer must attend a 120-hour training from August 24th – September 18th. The Event Programmer will work with other members of the Student Activities Board to create campus events and activities and reports to the Assistant Director of Center for Student Engagement & Leadership. Pay is \$10.50/hour.

Please provide the following information

Legal Name: _____ Preferred First Name: _____

Phone Number: _____ Student ID#: _____

Address: _____

City, State, Zip: _____

Email: _____

How many quarters have you attended Edmonds? _____

Last school attended: _____

Please answer the following questions

1. Do you have a social security number? ☐ Yes ☐ No
2. Do you have a 2.5 cumulative grade point average? ☐ Yes ☐ No
4. Are you enrolled for and intend to complete fall 2015 courses? ☐ Yes ☐ No
5. Do you have a valid Washington State driver's license? ☐ Yes ☐ No
6. Are you intending to be enrolled throughout the 2015-16 academic year? ☐ Yes ☐ No
7. Are you intending to graduate in the spring of 2016? ☐ Yes ☐ No
8. Will you be available for the following trainings? ☐ Yes ☐ No
 - August 24--September 18, 2015: General training
 - August 27-28, 2015: An overnight breakaway
 - Sept. 2-4, 2015: Required attendance at a professional development & networking conference held in Wenatchee, WA
 - December 14, 2015: Fall Breakaway

Please submit this application, *along with a resume, cover letter and **completed evaluation forms*** to the front desk of Center for Student Engagement & Leadership in BRI 252. The position is open until filled and applications will be considered as they are received. Last day to turn in materials: Wednesday, 7/29/2015.

Why are you interested in this position?

What skills/strengths/talents would you bring to this position?

This job requires you to work both independently and as part of a team.
Please tell us about a time when you successfully completed a project on your own.

Reflect on a time when you had to work collaboratively as part of a team. Describe your experience and tell us what role you played in completing the project.

Skills Evaluation Form, Part I

These forms are to be completed by a faculty/staff member, former employer or community member.

EVALUATOR: Please complete Part I and Part II of this form in its entirety and return to the student in a sealed envelope with your signature across the back seal. Your comments will remain confidential, and will only be viewed by the hiring committee.

Applicant's Name: _____

Evaluator's Name: _____

Evaluator's Position and Agency: _____

Evaluator's Phone Number: _____ E-mail: _____

Context of relationship with applicant: _____

Please comment briefly on the following:

What was the applicant's attendance record? Was the applicant on-time and dependable?

Please comment on the applicant's academic performance and/or professional work performance:

What are the candidate's three strongest qualities? Please explain.

What areas of development were communicated to the applicant and how did he or she respond?

Do you think the candidate is qualified to assume the responsibilities of a Student Activities Programmer? Why or why not?

Thank you for completing Part I of the "Skills Evaluation Form."
Please proceed to Part II on the next page.

Skills Evaluation Form, Part II

EVALUATOR: Please use the most appropriate rating which best represents your assessment of this applicant's characteristics. You may include any additional information which you feel will assist us in interpreting your response. An example would be helpful in the case of an extremely high or low rating.

Rating Scale: Unable to Assess = N/A

Poor = 1 Below Average = 2 Average = 3 Above Average = 4 Excellent = 5

CHARACTERISTIC	RATING
Organization and confidence: ability to set priorities and meet deadlines	
Management: ability to manage time effectively, ability to adapt to changes, ability to set and achieve goals.	
Interest and Concern for Others: willingness to meet the needs of others; openness to the feelings of others	
Team Oriented: ability to cooperate, work with a team	
Tolerance: ability to work with diverse groups or ideas	
Communication Skills: verbal	
Communication Skills: written	
Communication Skills: listening	
Assertiveness and Self-Reliance: willingness to take initiative; ability to negotiate or share point of view with others	
Self-Assessment Abilities: ability to judge own capabilities realistically and appropriately	
Emotional Stability: general ability to cope with stress/work under pressure	
Reliability and Energy Level: dependability and perseverance	
Judgment: ability to problem solve; flexibility and adaptability	
Ethics and Values: awareness of ethical issues; appropriateness of behavior	

Additional Comments:

Please return Part I & Part II of this form to the applicant in a sealed envelope with your signature across the back seal. Your comments will remain confidential, and will only be viewed by the hiring committee. Thank You

