

# OFFICE OF STUDENT ACTIVITIES & CAMPUS UNION

## Graduate Fellowship Application

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### POSITION OUTLINE:

As a graduate fellow in the Office of Student Activities & Campus Union, you will have the opportunity to work with student organizations (this work may include advising of Campus Activities Board, Class Board, or other student organization); opportunity to develop program offerings sponsored by the Office; to support leadership initiatives through the i-LEAD Program; and to undertake various initiatives of the Office. Candidates must be able to work a varied and diverse work schedule that includes evenings and weekends and possess the ability to work with an inclusive student body and to enhance the appreciation and understanding of the diverse culture in which we live, work, and learn.

### QUALIFICATIONS FOR POSITION

Completed bachelor's degree; experience in a co-curricular environment (paid or volunteer); presentation skills; strong communication skills; experience working with entertainment agencies preferred.

### BIOGRAPHICAL INFORMATION:

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

School Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_ @ \_\_\_\_\_

### GRADUATE PROGRAM INFORMATION:

Degree: \_\_\_\_\_

Program of Study: \_\_\_\_\_

### EDUCATIONAL BACKGROUND:

List in chronological order, all colleges and universities attended:

<i>Institution</i>	<i>Dates Attended</i>	<i>Major(s)</i>	<i>Degree Awarded</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

List academic honors and co-curricular awards and recognition:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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### EMPLOYMENT AND VOLUNTEER BACKGROUND:

<i>Work Experience</i>	<i>Dates</i>	<i>Responsibilities/Skills</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____

  

<i>Volunteer and Community Leadership Experience</i>	<i>Dates</i>	<i>Organization</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____

### PERSONAL STATEMENT

In an essay of 150 words or less, please tell us, beyond what we can read in your resume, how your interests, skills, values, and experiences have shaped your aspirations for graduate work

### QUESTION

In an essay of 150 words or less, please address the following: Springfield College works to provide opportunities for students to develop as leaders for service to humanity. What does leadership mean to you? How would you assist in developing leadership opportunities for students? What programs do you feel are important to provide to students to develop leadership skills? What presentations and skills do you possess that can assist students in their leadership and personal development?

### APPLICATIONS QUESTIONS:

Please answer the following questions on a separate sheet and include with your application:

1. Why are you interested in a graduate fellowship position in Student Activities?
2. What qualifications do you possess that would make you the ideal candidate for a graduate fellowship in Student Activities?
3. How would this graduate fellowship assist you in attaining your career goals?

### LETTERS OF RECOMMENDATION

Please attach two (2) letters of recommendation, with at least one coming from a person familiar your ability to work in a co-curricular environment

### RESUME

Please include a current resume with your application that lists educational, employment, and leadership experiences.

Please return this completed application along with your Personal Statement, Question, Application Questions, Resume, and References to:

Carl G. Stiles, Director of Student Activities & Campus Union, Springfield College, Office of Student Activities & Campus Union, Richard B. Flynn Campus Union, 263 Alden Street, Springfield, MA 01109