Schuster Institute for Investigative Journalism at Brandeis University

Application Form: Social Media Assistant

Each academic year and over the summer, the Schuster Institute for Investigative Journalism hires sophomore, junior and senior undergraduate students. If you would like to apply for a job at the Institute, please complete this form and return it, along with your resume and a short writing sample, to schusterinstitute@brandeis.edu, and/or in person 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 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, two would be faculty members and one would be an employer (current or former; on or off campus).

Name ________________________________  Title ________________________________
Department /Company ________________________________
Phone _________________ Email ________________________________

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Phone _________________ Email ________________________________

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ADDITIONAL INFORMATION

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

1. Why would you like to work for the Institute as a social media assistant?

2. What skills and experience relative to social media and other knowledge, abilities, and experience could you bring to the Institute? Please specifically describe your experience with social media, writing, and/or digital production. Please also specify knowledge of and experience with design and video/audio editing software, if any.

3. The Institute relies on student contributions to complete critical work and meet deadlines. We need students to commit to 5–6 hours per week. Can you commit to these hours? What other commitments do you have (classes, extra-curricular activities, athletics, employment, etc.)? What days / times would you be able to work at the Institute?

4. Do you have a specific interest in journalism, social media, public policy, and/or social justice? If so, please explain.

5. How did you find out about the Institute and this position?

6. Please feel free to tell us anything else you’d like us to know about yourself that doesn’t fall into the above questions/answers.