IMPORTANT INFORMATION- PLEASE READ BEFORE CONTINUING:

Thank you for your interest in the Summer Community Advisor position! Please note that this application will save responses automatically; if you begin the application and need to close and return later, you should be able to return to where you left off. This will only work if you continue the application on the same computer with the same web browser and if you haven't cleared your cookies.

Please only complete this form ONCE if you can help it; duplicate forms clog up our database and make it more difficult to process your application. A PDF copy of all application questions will be available on the CA LATTE page - please use that to prepare your answers before you submit. If you are having trouble accessing the application you have already started, please send us an e-mail at CASelection@brandeis.edu and we will try to alleviate the issue.

This application is for RETURNING CA APPLICANTS only; if you are not currently serving in the CA role or did not serve in the 2015-2016 Academic year, you are unfortunately ineligible for the Summer CA position. If you have questions about this, please e-mail CASelection@brandeis.edu.

If you have any questions about the application process, the application itself or the Summer CA role, please e-mail CASelection@brandeis.edu.

First Name:

Last Name:

Preferred First Name:

Current Class Year: (Please note that CA positions are open to UNDERGRADUATE students only.)

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CURRENT Residence Hall: (If you live off-campus, please select the off-campus resident option in the dropdown list. If you are abroad, please select the studying abroad option.)

Campus Mailbox:

BRANDEIS E-Mail Address:

Mobile Phone Number: (If you do not own a mobile phone, please provide another contact number and note what kind of number it is - home, room, office, etc.)

Race/Ethnicity (Optional):

Gender (Optional):

Pronouns:

Major (& Minor) Course(s) Of Study:

Please list the residence halls you've lived in on campus prior to this academic year:

Please describe any MAJOR non-academic time commitments you anticipate for the 2017-2018 academic year (other jobs, internships, clubs, sports teams, lab work, etc) and how many hours a week you plan to spend on them.
Candidates Studying Abroad: We are happy to have candidates studying abroad go through the process. If you are studying abroad, please let us know if you would like to interview via Skype or on the phone - if you select Skype, please provide your Skype name; if you select phone, please provide your phone number.

Application Instructions:

Please submit the following materials by 5 PM on Friday, February 17th, 2017. Only complete applications will be considered.

Short Answer Questions: Please submit typed answers to the following questions. Responses should ideally be no more than 500 words. Please make sure to review your answers for proper spelling and grammar; it may be helpful to type your responses in Microsoft Word, Google Docs or another word processing program and then copy and paste them here after conducting a spelling and grammar check.

Individual Interview: As a part of your candidacy, you are required to participate in a 30-minute individual interview (Wednesday, March 1st - Friday, March 3rd). You may sign up for individual interviews beginning in mid-February.

Short Answer Question # 1:
Why would you like to serve as a Summer Community Advisor? How will doing so enrich your overall summer experience at Brandeis?

Short Answer Question # 2:
The Summer Community Advisor role is different from the year-round role; in many instances, the role in the summer is much more focused on administrative responsibilities and on-call responsibilities than traditional community building and programming. Your office responsibilities will include inventory of keys and responding to student and parent concerns via phone and e-mail. How will you adjust your approach and expectations to fulfill the modified role of Summer CA? What is your comfort level/experience with administrative and clerical work?

Short Answer Question # 3:
Summer CAs work with populations that differ from those during the academic year - summer residents are either summer school students, summer employees, or incoming international first-year students who are part of the Gateway Program. Which of these groups would you be interested in working with and how would you use your CA skills to be successful with them?

Short Answer Question # 4:
Summer CAs are expected to be present on campus from just before Summer Session I through the beginning of CA Training; time off is allowed but limited. Summer CAs are expected to serve in their areas as Community Advisors and as part-time Office Assistants for 6-8
hours per week. What are your plans for the summer and how will you balance your other obligations with the Summer CA role?

**Statement of Acknowledgement:** By checking the box below, I am affirming that all of the information I've provided on this application is correct. I also acknowledge that DCL professional staff will review both my academic and judicial standing to confirm that I am in good standing as a condition of employment should I be selected for the Summer CA position.

☐ YES, I agree with the above Statement of Acknowledgement.