

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](mailto: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 \_\_\_\_\_

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 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.