GRADUATE STAFF APPLICATION

Position Term August 2019 - May 2020

APPLICATION REQUIREMENTS

1. All applicants must have obtained a bachelor’s degree prior to the Fall 2019 academic semester to qualify for the graduate staff positions, or are in the final year of a bachelors/masters degree program.*

2. Graduate staff are preferred to be enrolled as a part-time/full-time degree-seeking graduate student.*

3. Graduate staff will limit outside employment to graduate assistantships, Case Student employee, or part-time work that does not exceed a total of 20 hours per week excluding academic recesses.

4. Applicants must be available to work the complete term of this position, August 1, 2019 - May 31, 2020. If your graduate program conflicts with the contract dates, please notify in writing at mxd583@case.edu.

APPLICATION PROCESS

1. Attach a current resume to your application.

2. Attach your answers to the application questions to your application.

3. Return the one attached recommendation forms 250 Tinkham Veale University Center. Forms may be completed by a past employer, professor, advisor or a campus administrator.

4. Return your application packet to the Office of Greek Life, 250 Tinkham Veale University Center.
Office of Greek Life
House Director
2019-2020

Personal Information

Name:_________________________________________ Gender: _____________________

Current Address:_____________________________________

Current Phone: ____________________________  Current Email:_____________________

Permanent Address:_____________________________________

Permanent Phone: ____________________________

Birthdate (mm/dd/yyyy): __________________________

Are you a U.S. Citizen? __________________________ (yes/no)
Are you a U.S. Permanent Resident? __________________________ (yes/no)
If not, what is your country of citizenship? __________________________
And what is your VISA status? __________________________

*If you currently receive financial aid, we highly recommend that you consult with your financial aid officer in advance of submitting this application to see how the compensation affects your aid package.

Graduate School Information

Graduate Program: ______________________________________

Have you been formally accepted into this graduate program?
If “no”, please explain: ______________________________________

Graduate University: _____ CWRU or _____ Other: ____________________________

As of Fall 2019, what year will you be in your graduate program? __________________________

Anticipated Graduation Date (mm/yyyy): __________________________

Case student ID — 7 digits (if applicable): __________________________
# Application Information

List any other anticipated employment or field experiences from August 1, 2019 - May 31, 2020.

_________________________________________________________________________________________

_________________________________________________________________________________________

_________________________________________________________________________________________

Greek Chapter Affiliation (if any): __________________________________________________________

Residence Life Experience (if any): ________________________________________________________

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*I declare that the information provided on this application is accurate to the best of my knowledge.*

Signature______________________________________________Date____________________
1. Attach a current resume to your application.

2. Attach your answers to the following questions to your application.
   a. **These questions are an opportunity for you to offer an overview of your experience and insight into why you would be a good candidate for a graduate position in Greek Life at CWRU. Please be thorough but concise in your answers.**
      - How the experience of the graduate position complements your larger career and personal goals as well as rationale for applying for this position.
      - Describe a time when you encountered an unanticipated change or occurrence while working on a task or project – discuss the nature of the issue, how you responded, and the final outcome.

3. Return the **one attached recommendation forms** to 250 Tinkham Veale University Center. Forms may be completed by a past employer, professor, advisor or a campus administrator.

4. Return this completed application packet to:
   House Director Search
   Office of Greek Life
   11038 Bellflower Road, TVUC 250
   Cleveland, Ohio 44106
Recommendation Form

__________________________________________________________ is applying for a graduate position within the Office of Greek Life at Case Western Reserve University.

Waiver of Access

I have requested that this recommendation form be filed by (name) ______________________ for use in the graduate staff selection process at Case Western Reserve University. In accordance with the FERPA 1974. (check one)

_____ I waive my access to this recommendation which shall be considered confidential

_____ I do not waive my access to this recommendation which shall be considered non-confidential.

Date __________ Student Signature ____________________________________________

Note: If the student agreed to the waiver printed above, Case Western Reserve University will preserve the strict confidentiality of this document and it will be made available only to University officials. If the student has not agreed, this recommendation will be made available to the student on request.

Name of Evaluator: ____________________________________________

Title: __________________________________________________________

Phone Number: _________________________________________________

How long have you known the candidate? _____________________________

In what capacity have you known the candidate? _______________________

_____ I highly recommend this candidate.

_____ I recommend this candidate.

_____ I recommend this candidate with hesitation.

_____ I do not recommend this candidate.

__________________________________________ Date ______________
Signature of evaluator

Please fill out this form, and attach a letter of recommendation.

Submit recommendation to this address:

On Campus:
Office of Greek Life
House Director Selection Committee
TVUC 250, Location Code #7082

Off Campus:
House Director Selection Committee
Office of Greek Life
11038 Bellflower Road, TVUC 250
Cleveland, Ohio 44106

12/12/2019 MJD