

# Summer Events Staff 2012

## Information & Application Packet

### UNDER THE BIG TOP

Thank you for your interest in the Summer Events Staff position at the University of North Carolina School of the Arts for summer 2012. The role of the Summer Events Staff is to provide appropriate supervision and support for all programs, activities, events, and off-campus trips for students attending UNCOSA's Summer Session Program. Please read and complete the following information in its entirety by **5:00p.m. on Friday, February 24, 2012.**

What are the responsibilities of the Summer Events Staff?

- Planning and coordinating developmentally appropriate activities and off-campus trips.
- Providing direct supervision of attendees to assure compliance with state and school safety regulations.
- Coordinating and communicating to the Residence Life staff for set-up and breakdown of events and activities.
- Providing administrative office support and customer service to parents and students.
- Creating and developing innovative marketing materials for upcoming trips, events, and activities.
- Collecting and receipting monies for off-campus trips.
- Promoting a fun and safe environment for the student population.
- Being flexible to work days, nights, and weekends.

Qualifications

- High School diploma or G.E.D. equivalence.
- Candidates for this position must have an interest in working with junior high and high school students.
- Must have outstanding customer service skills.
- Must be able to lift up to 25lbs.

Compensation

- Stipend - 6 Week Commitment:
  - 1,500 – 1<sup>st</sup> year Events Staff member
  - 1,650 – 2<sup>nd</sup> year Events Staff member
  - 1,800 – 3<sup>rd</sup> year Events Staff member
- Housing
- Full meal plan allowance

Application Process

A complete application must be received by 5:00p.m. on Friday, February 24, 2012 in the Office of Residence Life Programs and Housing located on the 3<sup>rd</sup> floor of the Hanes Student Commons or emailed to [martinate@uncsa.edu](mailto:martinate@uncsa.edu). Interviews will be scheduled once all applications are reviewed. An interview may not be conducted for former Events Staff employees.

A complete application will consist of the following:

- Summer Events Staff Application
- A Letter of Interest (please see instructions attached in application packet)
- (2) Recommendation Forms (attached in application packet)
- A current resume, including previous event and/or activity experience, extracurricular activities, organizations you have been involved in, and any supervisory roles and/or skills.

Summer Session Events Staff Application  
**Applications Due: Friday, February 24, 2012 by 5:00p.m.**  
**Return to: the Office of Residence Life Programs and Housing**  
 or  
**Email: martinate@uncsa.edu**

*Please Print*

<b>Name Last:</b>			<b>First:</b>			<b>Middle:</b>		
<b>Current Mailing Address:</b>								
<b>City:</b>				<b>State:</b>			<b>Zip:</b>	
<b>Contact Phone Number:</b>				<b>E-mail:</b>				
<b>Permanent Mailing Address (If different than current):</b>								
<b>City:</b>			<b>State:</b>			<b>Zip:</b>		
<b>Highest level of education received:</b>				<b>Major/Degree Earned:</b>				
<b>Emergency Contact:</b>				<b>Emergency Contact Phone Number:</b>				
<b>Are you a returning Events Staff Member?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes; If yes, when were you an Events Staff Member: 20__								
<b>Have you ever been suspended and/or dismissed from a high school or college for disciplinary reasons?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes; If yes please state the reason why.								
<b>T-Shirt Size:</b> <input type="checkbox"/> XS <input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> L <input type="checkbox"/> XL <input type="checkbox"/> 2XL <input type="checkbox"/> 3XL								
<b>Special Dietary Needs:</b>								
<b>If you are applying for a Summer RC position which do you prefer? Summer Events_____ or Summer RC_____</b>								

**Application Agreement**

I understand that if I am selected as an Events Staff member, I am being chosen from a large pool of applicants and the Department of Residence Life and Housing is counting on me to demonstrate a great deal of responsibility and commitment to the Summer Session Program.

By signing and submitting this application, I agree to the Summer Events Staff standards and objectives outlined on the application. I also agree to accept immediate dismissal from the Summer Events Staff for failing to comply with any of the requirements and responsibilities or failing to represent and uphold the reputation of the Summer Events Staff.

\_\_\_\_\_  
**(Signature)**

\_\_\_\_\_  
**(Printed Name)**

\_\_\_\_\_  
**(Date)**

The Summer Events Staff is committed to enhancing the awareness of diversity at the University of North Carolina School of the Arts. Discrimination and/or harassment based on age, gender, disabilities, national origin, race, religion, sexual orientation, or any other subgroup within the UNCSEA community is unacceptable to this organization.

# 2012 Summer Events Staff Letter of Interest

***Please submit a typed Letter of Interest that demonstrates your understanding of the Summer Events Staff position and answers all questions below: complete on a separate page and attach to your application:***

1. What attracts you to the Summer Events Staff position?
2. What strengths do you possess that will help you with this position? Weaknesses?
3. What is your definition of responsibility? How do you personify responsibility in your everyday life?
4. From your experiences as a high school or college student, what events and activities do you fondly remember? What made it so memorable?
5. What aspects of teamwork do you find important or necessary for the successful execution of an event? What specific skills would you bring to the team?

# 2012 Summer Events Staff Applicant Reference Form

Name of Applicant:	
Name of Person Providing Reference:	
Position/Title:	
Address:	Contact Phone:
Email Address:	
Relationship to Applicant*:	
How long have you known this applicant?	

**\*This Reference Form may be completed by one of the following:**

- 1. UNCSA Faculty/Staff (at least one reference must be from this category)**
- 2. Upperclassman Student Leader of an organization you have been a part of**
- 3. Resident Assistant**
- 4. Employer (past or present)**
- 5. UNCSA High School Teacher/Staff**
- 6. Community or Church Leader**

Your name has been given as a reference by the applicant listed above, who is applying for the 2012 UNCSA Summer Events Staff.

We would appreciate your cooperation in completing this reference form; feel free to attach additional pages if necessary. This position calls for a person with a high degree of maturity and flexibility, and one who has exhibited leadership ability. Please respond candidly while offering your personal knowledge and insight about the candidate. Your responses will not be shared with the applicant.

Please rate the applicant on the following characteristics based on the scale provided below:  
5=excellent 4=above average 3=average 2=below average 1=poor N/A=not applicable

- \_\_\_\_\_ Time Management
- \_\_\_\_\_ Effective communication and interpersonal skills
- \_\_\_\_\_ Potential for leadership development
- \_\_\_\_\_ Integrity
- \_\_\_\_\_ Ability to work effectively with others (including faculty, staff, and students)
- \_\_\_\_\_ Awareness of and support for diversity
- \_\_\_\_\_ Ability to meet commitments/follow-through on projects

**Please briefly answer the following questions: (attach additional pages as needed)**

Cooperation and Ability to Work with Groups:

Please describe this applicant's attitude and ability to work with others. Is he/she receptive to suggestions and constructive feedback?

Responsibility:

Please elaborate on the degree to which this person is dependable, prompt and conscientious.

Motivation and Initiative:

Please provide examples of how this applicant motivates others, and is a self-starter or initiator.

Sensitivity:

Please comment on this applicant's openness to diverse populations. How has the applicant shown the capacity to be an appropriate role model for middle and high school students?

Interpersonal Relationships and Professionalism:

Please describe the applicant's ability to relate and create a positive and professional environment for students, their families, faculty and administrators. How has the applicant shown the capability to be an appropriate role model in this area?

Would you place this applicant in a position of leadership working with students?

Yes    No    With Hesitation, Why?

**Please return this Reference Form to the Summer Events Staff candidate in a sealed envelope with your signature across the seal, or feel free to e-mail or fax this form to the Office of Residence Life Programs and Housing.**

**If sent via e-mail, this form must be sent from the reference's e-mail address.**

**Fax: 336.631.1289 or e-mail to [martinate@unca.edu](mailto:martinate@unca.edu)**

**References are due to the Office of Residence Life Programs and Housing by  
5:00 p.m. on Friday, February 24, 2012.**

**Please feel free to direct any questions about this position to Edwin Martinat 336.734.2941**

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