

# Summer Job Application Process Step-by-Step

Conference Assistant, Orientation Assistant, Maintenance Assistant

**Step 1:** Review the position descriptions located on the Housing web site under the What's New section [www.fgcu.edu/housing](http://www.fgcu.edu/housing) . You may apply for one or all of the positions. If you apply for more than one position, you will be asked to rank your preference for each position.

**Step 2:** Do you have questions about the position?: Talk to a RA or RD, or e-mail Sue Thomas [sthomas@fgcu.edu](mailto:sthomas@fgcu.edu) for the Conference and Orientation Assistant positions and Jeff Stone [jstone@fgcu.edu](mailto:jstone@fgcu.edu) for the Maintenance Assistant position.

**Step 3:** To prepare to complete the online application, think about and type up your answers to the following questions (you will then be able to cut and paste them into the online application):

1. List all of the organizations you have been a part of the past two years. Include leadership positions you held, dates of membership, and whether or not you are still active. (If more than 5, please choose the 5 that you were most involved with.) You will complete a grid with this info.
2. In 500 words or less, state concisely why you are applying for the position, including your motivation, qualifications, and expected contributions to the team.
3. In 250 words or less, describe your personal work style and an incident in your life that demonstrates that style.
4. This is optional: Create a 1 page resume listing your previous job experience, qualifications, involvements and skills (file may not exceed 256KB, smaller is better). This will be uploaded into the application.

**Step 4:** Complete and submit the Summer Job application online by **5pm on Friday, March 18, 2011.**

Click on the Application link below to access the online application:

<http://fs9.formsite.com/FGCUHousing/SummerJobApplication/index.html>

**Step 5:** Attend your scheduled individual interview. Interviews will be conducted beginning **March 22<sup>nd</sup> through April 1<sup>st</sup>**. (A housing staff member will call you to schedule your interview after your completed application is submitted.)

**Step 6:** Check your eagle e-mail account on **Friday, April 8th** to see if you have been offered a position!