**NORTHWESTERN UNIVERSITY**

**McManus Center, 2014 - 2015**

### APPLICATION FOR EMPLOYMENT

 Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**A. Personal Information**

Last Name First Name Middle

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Street Address

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City, State, Zip , Country

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Home Phone Mobile Phone Email address

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Position Desired (Head Student Director/Student Director/Summer Student Director)

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Are you eligible for employment in the United States? \_\_\_\_\_ Yes \_\_\_\_\_No

1. Note below any schedule conflicts you may have (weddings, vacations) that may effect the position for which you are applying. **The period of employment for HSD and second year SD’s runs from August 20, 2014 – June 19, 2015 (tentative). The period of employment for first year SD’s runs from August 20, 2014 – June 14, 2015 (tentative). The summer SD period of employment runs from June 19, 2014 – August 22, 2014 (tentative).**

**B. Education**

School Name and Location Course of Study/Major/Minor

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University

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Other/Graduate

**C. Employment History**

Please attach a resume (or CV) to highlight your previous employment and experiences. In addition to the resume, please provide the name, phone numbers, and a brief descriptor of relationship of three references that we can contact. If the above information is not provided, your application will be considered incomplete.

**D. PLEASE COMPLETE THE FOLLOWING ESSAY QUESTIONS:** (Please attach additional sheets if necessary)

Describe your college and post-college leadership experiences. Characterize your leadership style and how that would contribute to a Student Staff team.

How do you define “service”? As one of the student directors, how will you be of service to the residents of McManus?

Describe your ideal residential community. How can you work towards achieving this ideal in McManus? What actions would you take?

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What do you hope to learn or gain from having held the job of student director? Please elaborate.

Do you have any special training or skills (additional spoken or written languages, computer software, etc.)? Please describe.

**Return by Monday, April 14, 2014 (rising second years, 1Ys, MMMs and summer SD applicants) or Thursday, May 1, 2014 (incoming first-year students) to:**

Janet Olsen

Janet-olsen@kellogg.northwestern.edu

**For Head Student Director Applicants ONLY**:

Please answer the following question:

*You’re the hypothetical Head Student Director of McManus. You’ve been told by your supervisors that the goals for the McManus staff of 2014-2015 are TEAMWORK, SUPERVISION & COMMUNITY. You are responsible for the leadership of the live-in staff. Based on your understanding of the position (from the position description and other observable data), describe your action plan for facilitating teamwork and ensuring a just distribution of labor and challenge for the Student Staff. How will you ensure appropriate supervision of tasks? How will you manage to ensure work is done in consultation vs. isolation? What will be your supervisory style? How will you ensure appropriate communication with your supervisors? Given the busy lives of Kellogg students, how are you going to foster community in McManus that is complimentary to that of Kellogg? What specific efforts will you make regarding community development? You’ve been given the goals.... submit your action plan.*