

Asian Pacific American Student Services (A/PASS)

Colorado State University

Staff Application – Spring 2009

Applications are due to the A/PASS Office

(212 Lory Student Center or [debra.patel@colostate.edu](mailto:debra.patel@colostate.edu))

by January 20<sup>th</sup> at 5:00 p.m.

Please type or print:

Name: \_\_\_\_\_

Local Address: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Phone/Cell Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Year in School: \_\_\_\_\_ Major: \_\_\_\_\_

How did you learn about the positions being offered by A/PASS?

- |                                   |  |
|-----------------------------------|--|
| <input type="checkbox"/> Flyer    | <input type="checkbox"/> Student Organization: _____ |
| <input type="checkbox"/> E-mail   | <input type="checkbox"/> Newsletter                  |
| <input type="checkbox"/> Facebook | <input type="checkbox"/> Other: _____                |

1. I am applying for (**Please rank** your preference):  
\_\_\_\_ Peer Mentor  
\_\_\_\_ Communications and Webpage Manager  
\_\_\_\_ Leadership Development Assistant  
\_\_\_\_ Education Program Assistant  
\_\_\_\_ Special Projects Assistant

2. A/PASS staffs are hired for a one-year contract.

Are you able to make a one-year commitment from **August 15, 2009-May 15, 2010**? (No requirement for Fall Break or Spring Break)

Yes       No

3. If you are a student, what is your GPA? \_\_\_\_\_ Student staff must maintain a minimum 2.5 GPA.

Continued on next page

4. Are you working or have you worked for A/PASS? If so, please complete the following:

<u>Dates:</u>	<u>Position:</u>	<u>Reason for leaving:</u>

5. Have you been convicted of a crime in the United States or abroad?  Yes  No

6. Please Type your answer for the following questions in the spaces provided below, or on a separate piece of paper, and attach them to this application form if you are submitting a paper copy.

**Questions a-k must be answered for all positions.**

*If you are applying for a Peer Mentor, please answer question l.*

*If you are applying for an Education Program Assistant, please answer question m.*

*If you are applying for a Leadership Development Assistant, please answer question n.*

*If you are applying for a Communications and Webpage Manager, please answer question o.*

*If you are applying for a Special Projects Assistant, please answer question p.*

a. Please briefly explain why you are interested in this position.

b. What do you think is the role of A/PASS?

c. How would you rate yourself (excellent, above average, average, needs improvement) in the following areas?

	Excellent	Above Average	Average	Needs Improvement
Self initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sensitivity to issues of APA students at CSU	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Empathizing & providing support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintaining appropriate boundaries with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working independently & as part of a team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Being organized	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Receiving feedback about your work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

d. What other experiences and skills have you had that you think qualify you for the position you are applying for?

e. How do you relate to people from diverse cultural backgrounds? Please explain.



- I. As a peer mentor,
  - i. What are important factors in maintaining relationships with the students throughout their first year?
  
  
  
  
  
  
  
  
  
  
  - ii. What are your ideas for initially contacting new students so that you can be effective in making positive connections with them?
  
  
  
  
  
  
  
  
  
  
- m. As an Education Program Assistant, which emphasis are you interested in? (Please check one)     PALS     TEA time
  - i. How would you describe your communication skills? (both oral and written)
  
  
  
  
  
  
  
  
  
  
  - ii. What are some ideas you have for monthly programs?
  
  
  
  
  
  
  
  
  
  
- n. As a Leadership Development Assistant,
  - i. What is your philosophy of leadership?
  
  
  
  
  
  
  
  
  
  
  - ii. What ideas do you have for the monthly programs?

- o. As a Communications & Web Page Manager, how would you rate yourself (excellent, above average, average, needs improvement) in the following areas?

	Excellent	Above Average	Average	Needs Improvement
Writing ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Editing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Familiarity with desktop Publishing programs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Familiarity with computers (particularly with website work)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- p. As a Special Projects Coordinator, how flexible have you been in your work and how have you been able to take self-initiative?

7. Please attach a résumé/CV. For electronic submission, please e-mail your résumé/CV to [debra.patel@colostate.edu](mailto:debra.patel@colostate.edu)

**Applications and résumé/CV**

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**by 5:00 p.m., January 20<sup>th</sup>, 2008**