

Application for Summer 2009
International Program Assistants, Assistant Coordinators,
& Housing Coordinator

- Please complete questions 1 – 8, typed, on a separate sheet of paper.
- Please attach a resume & contact information of 2 references
- Applications are due no later than **May 11, 2009 at 5:00** in room East Hall 101. (Fax: 503-725-5320; e-mail: isprog@pdx.edu) Interviews for selected applicants will be held at the end of May.

Name _____ Female _____ Male _____ PSU ID _____

Local address: _____

Phone (h) _____ (w) _____ (c) _____

Home permanent address (if different than above) _____

E-mail address _____ Cumulative GPA _____

Are you an international student? yes no; If yes, will you take summer as a “vacation term”? yes no

I will/ am/was enroll(ed) in PSU: (check all boxes that apply)

current term (spring 2009) # of credits _____ past winter term (2009) # of credits _____

summer term (2009) # of credits _____ fall term (2009) # of credits _____

Major/Field(s) of Study (Please also list minors or certificates if applicable) _____

▪ Current class standing: Undergrad Post-bac Graduate (MA or PhD Candidate) Other: _____

▪ Anticipated date of graduation: _____

▪ Do you have a graduate assistantship? yes, which term(s): _____ no

▪ Do you have another job on campus? yes no If so, what/where? _____

▪ Are there any dates or times in summer you cannot work, or will be out of town? Please Explain.

Do you qualify for the Federal Work/Study Program (FWSP)? yes no

Will you live on campus this summer? yes no If so, where? _____

For Office Use Only:

Foreign languages spoken or currently studying (please include level of proficiency) _____

Do you have a Drivers License? yes no # of years driving experience _____

Do you have experience driving a 12-passenger van? yes no 8-passenger van? yes no

Have you ever studied/lived abroad? Please explain. _____

Please complete questions 1 – 8, typed, on a separate sheet of paper.

1. Please check the position(s) you are applying for AND is there a specific program you are interested in working for?

___ Program Assistant

___ Assistant Coordinator

___ ISP Housing Coordinator

2. How did you learn of this position?

3. What are your reasons for applying to be an International Program Assistant? Why are you interested in this position?

4. What are your personal strengths and weaknesses (as they may relate to this job)?

5. For applicants who are interested in the working for the **BW Orientation Program** (Sept. 1 – 18): Are you familiar with University of Oregon, Eugene, Oregon State University, or Corvallis? Please explain.

6. Are you available to work in the evenings and weekends during summer? Do you have any other summer commitments or other activities that will conflict with your role as an International Programs Assistant or Coordinator? Please explain.

7. If you are an international student, how long have you lived in Portland? How long have you lived in the USA?

8. Please tell us anything more about yourself that you feel it is important for us to know. (You may include whatever you like; some suggested areas might be your prior community work, leadership roles, hobbies, relevant work/study abroad experience, how this job fits into your personal/academic goals, etc.)

Prior Work or Volunteer Experience: Please begin with your most recent experience

(** Feel free to attach an additional page if necessary)

Employer or Organization _____

Address _____

Supervisor or Contact Person _____ Phone number _____

Your title and description of your duties _____

Employer or Organization _____

Address _____

Supervisor or Contact Person _____ Phone number _____

Your title and description of your duties _____

**** Please attach a resume & contact information of 2 references**

Please read and sign:

I have read and understand the 2009 PSU International Special Program's **International Program Assistant, Assistant Coordinator, and ISP Housing Coordinator** position descriptions. I certify that all of the above information is correct and accurate to the best of my knowledge. I give my permission to verify my academic records for verification of current enrollment status and academic standing.

Signature _____

Date _____

Application Due: Monday, May 11, 2009 at 5:00pm, via hard copy, e-mail attachment or fax to Judy Van Dyck, isprog@pdx.edu, EH 101, fax: 503-725-5320

Questions ??

Please contact

Judy Van Dyck, 503-725-4094, isprog@pdx.edu
International Special Programs Office
Portland State University