Center for Educational Outreach Student Coordinator Application

Basic Information	
Full Name:	M-Number:
Are you a returning SYP Staff member	er?
If yes: what years and staff positions	have you held?
Are you available to work for SYP du	uring summer 2024? If you are not sure, please lis
Will you be taking summer classes? _	Current Class Year:
Contact Information	
Address:	
	Phone Number:
Written Responses	
1. Why do you want this position? V	Vhat special skills, knowledge, and/or experiences
would you bring to this job?	

2. How comfortable are you talking on the phone and what experience do you have?

3. How comfortable are you asking questions/asking for help? Describe a time in which you asked for help.
4. Explain a time in which you had to adapt in a stressful situation.
5. Describe the ways you stay organized both personally and professionally.
6. How would you handle the following scenarios: a. An angry parent calls, they are upset that the class their student wants to enroll in is full. What do you do?
b. A family has missed the due date to make a payment and you have to call them. What do you say?

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7. References

8.

These two references must be professional people that you have worked for or volunteered with; that you have known at least one year; and who can give recommendations based on your credibility, reliability, and work ethic. These should be people who are/were in a supervisory capacity over you, not friends, relatives, fellow students, or co-workers.

Name:		Position:	Position:	
Address: Phone:	Street	City	State	Zip
Name: Address:				
	Street	City	State	Zip
Phone:		Email:		
academic tr disciplinary being consi	ranscripts, academic ap records, supervisor eva	s to obtain copies of your so opeal matters, financial aid a aluations), and verification o By signing below, you certify without qualification.	appeal matters, stude of your driving record	ent ds if you are
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When complete, please return this application, a cover letter describing your passion for sparking curiosity through hands-on STEM engagement, and your resume to the Center for Educational Outreach:

217 Administration Building Phone: 906-487-2219
1400 Townsend Dr. Fax: 906-487-1136
Houghton, MI 49931 Email: outreach@mtu.edu

