Conference Assistant and Linen Crew Application: Summer 2014

Event & Conference Services
Creese Student Center, Room 001
Philadelphia, PA 19104
Phone: 215.895.2520
Fax: 215.895.6225
conferences@drexel.edu
www.drexel.edu/conferences

Important Dates:

- **Deadline to Apply for Summer Conference positions: MARCH 14, 2014**
- Interviews Held: MARCH 24 – APRIL 13, 2014: **Please note that all applicants are not guaranteed an interview!**
- Offer Letters Sent Out: Week of April 18, 2014
- Pre-Training Quiz Due: MAY 9, 2014
- **Training Week (Attendance is Mandatory): JUNE 16-20, 2014**
- First Full Week of the Conference Season (Attendance is Mandatory): JUNE 23-29, 2014
- Last Weekend of the Conference Season (Attendance is Mandatory): SEPTEMBER 1-5, 2014

Please circle the position that you are applying for:

Linen Crew Conference Assistant (C.A.) Both Linen Crew and C.A.

Please note that students on Co-Op for the Summer 2014 Term are not eligible for C.A. positions.
Please note that students who accept Orientation Leader positions are not eligible for C.A. or Linen Crew positions.

Section I: Personal Information (Please type or write clearly)	
Name:	Student ID:
Email:	Phone #:
Local Address: (Residential Hall Name or Address)	Permanent Address: (Street Address, City, State)
Academic Major:	Class: (i.e. Freshmen, Sophomore, etc.)

Will you be on Co-Op during Summer 2014?: (Circle One) **YES** **NO**

How did you hear about the CA/Linen Crew Position:_____

Section II: Employment History: Please attach a Résumé!

Please attach your most current resume with all relevant job experience.

Section III: Letters of Recommendations

Individuals who apply for a Conference Assistant or a Linen Crew position for the 2014 season must submit **two letters of recommendation** from two Drexel University faculty or staff members.

Recommendations may be submitted by the following people:
Academic Advisors, Student Organization Advisors, Professors, Coaches, Residential Desk Coordinators (RDCs), AD/RDs or other Residential Life or Student Life staff member, Supervisors of an on-campus job position (through a paid, work-study or volunteer position) or any other Drexel faculty or staff member. **Letters of recommendations from a Resident Assistant (RA) or another student will not be accepted.**

Guidelines for Recommendations:

- Letters of Recommendation must be submitted via email or mail by March 14, 2014 at 5pm.
  (Email: adagrosa@drexel.edu or Interoffice Mail: Creese Center 001, Event & Conference Services)
- Letters of Recommendation may be brief (one page or less) and addressed to Anthony Dagrosa.
- The "Reference Form" (the last page of this application) may be submitted In lieu of a letter of recommendation.
- If you have any questions about references, please contact Anthony at adagrosa@drexel.edu.

Please list two (2) Drexel University faculty or staff members who will submitting your letter of recommendation.

Name	Title/Position	Phone Number

Please see attached Reference Form for CA and Linen Crew applicants – Page 4

Section IV: Short Answer

Please type your responses to the following questions. You may staple them to the application or answer below:

1. Please list any Drexel University co-curricular activities and/or volunteer experience. Be sure to include any related skills, leadership positions, or organizational roles you have held which relate to the Conference Assistant position. (i.e. Orientation Leader or Resident Assistant Experience, etc)

2. Please list any commitment/priorities you may have during the Summer quarter. (Vacations/Other Jobs, etc)

Section V: Signature

I have read the Conference Assistant and/or Linen Crew Job Description and understand what will be expected of me should I be offered and accept the position. I understand that I must be available (on campus) during the Spring/Summer Term Break (Training Week) and that I will be expected to meet with/communicate with the Associate Director of the Drexel Conference Center on a regular basis. I understand that the Drexel Conference Center reserves the right to review a candidate's G.P.A. and judicial records at Drexel University.

Print Name: _____

Signature: _____ Date: _____

Please submit all resumes and recommendation forms to:
Anthony Dagrosa
Event & Conference Services
Creese Student Center, Room 001
Basement Level, off of the Commuter Lounge
Or via email to:
adagrosa@drexel.edu
The deadline to apply for summer conference positions is
MARCH 14, 2014

DREXEL UNIVERSITY
Event & Conference Services

Reference Form for CA and Linen Crew Applicants

To Applicant: You may submit this form in lieu of a written letter of recommendation. This form must be received by The Drexel Conference Center by **5pm on March 14th, 2014**. Forms may also be submitted via email to Anthony Dagrosa (adagrosa@drexel.edu) or delivered to Event & Conference Services, Creese Student Center, Room 001.

Forms must be submitted by the Drexel Staff/Faculty providing reference.

Applicant's Full Name: _____

Name of Staff/Faculty submitting the recommendation:_____

Department: _____ **Email:** _____

Phone: _____

To Drexel Staff/Faculty providing reference: The student listed above has applied for a summer position with the Drexel Conference Center and they have selected you as a reference. All applicants are asked to supply two letters of recommendation from Drexel staff or faculty members. Applicants are given the opportunity to use this form in lieu of a formal letter of recommendation. Both letter and Reference Form are acceptable means of submitting references. **All letters and forms are due by 5pm on March 14th**. Forms may be emailed to Anthony Dagrosa at adagrosa@drexel.edu or delivered to Event & Conference Services, Creese Student Center, Room 001. The Drexel Conference Center is looking for candidates who are punctual, outgoing and have good customer service and time-management skills. Please answer the questions below to the best of your ability.

1. In what capacity and for what length of time have you known the applicant?

2. Please describe the applicant's ability to follow company policies and/or University policies.

3. Please describe the applicant's ability to complete class/work assignments on time.

4. Does the applicant demonstrate regular and prompt attendance to work or class?

5. How would you describe the applicant's problem-solving skills?

6. How well did the applicant get along with coworkers or fellow students?

7. How well did the applicant demonstrate courtesy, and a positive attitude toward classmates/professors/coworkers/peers?

8. Do you have any other comments about the applicant's performance? Would you recommend him for a position with the Drexel Conference Center?