



Student Coordinator Application

Personal Information:

First Name: _____ Preferred Name: _____ Last Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____ Phone: _____

M Number: _____ Class Standing: Undergraduate Graduate

Expected Graduation (Semester & Year): _____

Have you previously engaged with any Center for Educational Outreach programs? Yes No
(Summer Youth Programs, Mind Trekkers, Unboxed™, GEAR UP, TRIO)

If yes, please elaborate:

Do you have a current US driver's license? Yes No

Are you Michigan Tech van certified? Yes No

Availability: *Applicants who can commit to a full academic year (fall semester (part-time), spring semester (part-time), and summer (full-time)) will be prioritized.

Please list the dates of employment you are seeking: _____

Will you be taking any summer classes? Yes No

If yes, how many anticipated credits will you have? _____

Will these credits be in-person, virtual, or hybrid? _____

Responses:

What interests you about this position? What skills, knowledge, and/or experience would you bring to this role?

Please describe your experience in a customer service-oriented role including experiences speaking with customers in-person, over the phone, and via email.

Please describe your experience working on a project that required attention to detail and required multitasking and problem-solving.

How would you approach a project for which you are not sure of the next step?

Describe a time in which you had to adapt to a stressful or rapidly-changing situation?
How did you work through the situation and what was the outcome?

References:

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: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Name: _____

Position: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Background Check - All staff will be required to submit to an initial criminal background check as part of University-sponsored or approved programs and activities that involve Minors. If a criminal record history is revealed, the application must be referred to Human Resources for evaluation consistent with Human Resources guidelines. All findings will be reviewed and an appropriate course of action will be determined based on results and may include termination from the Program. If you are offered a position, more information on this requirement will be provided.

Your signature below authorizes us to obtain copies of your school records (defined as academic transcripts, academic appeal matters, financial aid appeal matters, student disciplinary records, supervisor evaluations), and verification of your driving records if you are being considered for a position. By signing below, you certify that all information listed in this application is true and complete without qualification.

Signature: _____

Date: _____

Once complete, please return application and a copy of your resume to outreach@mtu.edu.



**Michigan
Technological
University**

Michigan Technological University is an Equal Opportunity Educational Institution Equal Opportunity Employer, which includes providing equal opportunity for protected veterans and individuals with disabilities.