### Student Staff Application

**APPLICATION DEADLINE: MONDAY, APRIL 25, 2016**

THIS POSITION REQUIRES A COMMITMENT FROM JUNE 9th through JUNE 19th, 2016. DURING THESE 11 DAYS, THIS JOB MUST BE YOUR SOLE EMPLOYMENT AT DARTMOUTH COLLEGE.

This document is in a word form format. Please use the tab or mouse to move from one form field to the next. Once complete, please save and submit paper copy or e-mail to Commencement.and.Reunion@dartmouth.edu.

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<th>Name (Last, First)</th>
<th>Class</th>
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<tr>
<th>Hinman Box</th>
<th>Dartmouth ID#</th>
<th>Phone#</th>
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**Hometown and state or country**

- Will you be enrolled in classes spring term? [ ] Y [ ] N
- Will you be enrolled in classes summer term? [ ] Y [ ] N
- Are you available by BlitzMail? [ ] Y [ ] N
- Are you a College approved driver? [ ] Y [ ] N
- Are you willing to take the driver test to become approved? [ ] Y [ ] N
- Are you available to work shifts between 8:00 a.m. and 1:30 a.m.? [ ] Y [ ] N
- Are you available to start work on Thursday, June 11th and continue through Sunday, June 21st? [ ] Y [ ] N
  (includes 8+ hour shifts with one or two from 12am-8am)
- Have you worked for Residential Life or another College office during Commencement & Reunion? [ ] Y [ ] N
  If yes, when and at what job? Please also describe your duties:

  Have you worked at another job, on-campus or off, that required relevant experience?
  **Experience:**
  - **Job Title:**
  - **When:**
  - **Supervisor's name:**
  - **Phone:**

  What three attributes would you bring to the C&R team?

- Are you a member of any group that performs during the Commencement and Reunion period? [ ] Y [ ] N
  If yes, which one?

- Have you ever received any disciplinary sanctions from the Office of Residential Life or the Deans' Office? [ ] Y [ ] N
  If yes, please explain:

**IMPORTANT:** If employed, will you need Commencement & Reunion interim housing? [ ] Y [ ] N

If yes, you must fill out an Interim Housing Application on Banner Student before May 15th. In order to be eligible for interim housing you must be enrolled either spring or summer term. This includes college-owned GLOS housing; if you plan on staying in college-owned GLOS housing during the interim, you must fill out an Interim Housing Application.

(continue)
Commencement & Reunion Housing Office
Selected Student Staff Expectations

Becoming a student staff member for the Office of Residential Life in its Commencement &
Reunion Housing office can be very rewarding. The majority of the work is fun and simple in
nature. However, there are several critical expectations of the job. Some are specifically described
below so that you understand them when you apply for a position.

1. You may need to use a building master key to gain access to the rooms you will clean or to
rooms used for storage. You may also hand out room keys to guests. **You assume a great
responsibility when you sign out a building master key or oversee a key board full of individual
room keys.** Should any key be lost or misplaced, your Commencement & Reunion Housing
employment may be terminated, and you may not be considered for re-hire, should you apply to
work for this program again.

2. By accepting a student staff position in the Commencement & Reunion Housing office, you
acknowledge that you are committed to working throughout the entire Commencement &
Reunion period, through and including Sunday, June 19, 2016. We select team members with
the understanding that they are available for this time period. Students who break this commitment
jeopardize the likelihood that they will be rehired in the future and put undue burden on the team
members who remain on staff. Before committing to our program, we ask students to check with
families first to ensure that there are no conflicts with family or other summer activities. Travel
arrangements to leave campus after C&R must be coordinated to occur after our program
concludes at the end of the day on June 19th, usually by 4pm.

3. A student can be released from his or her C&R Housing position for any reason including
but not limited to losing a key, or keys, missing scheduled work shifts, disruptive or rude
behavior, or he or she can no longer commit to the time requirements of this job. In this event,
the staff member’s interim housing and meal stipend will be immediately cancelled.

Please sign and date below to acknowledge that you have filled out the student staff application to
the best of your ability and that you understand the expectations identified above. Paper
applications should be returned to the C&R Housing Office in the Mid Massachusetts Hall first
floor lounge. If filling out this Student Staff application electronically, your typed name
acknowledges that you have read and understand the expectations identified above. If you have any
questions please call 603-646-3288.

Name
Date

FOR OFFICE OF RESIDENTIAL LIFE USE ONLY

Comments: __________________________________________________________
______________________________________________________________
References: _______________________________________________________
ORL Staff Initials: ________________________________________________