

Thank you for your interest in the Career Advisor position. To complete the application process, please include the following:

- Cover letter – (examples on CDC website) we recommend the content below:
 - How you found out about the position, skills that you have, and reasons why you would be a good addition to our career advisor team
- Resume – (please view examples on our website for further direction)
- List of 3 references (list below)
- Short Answer, Skills, and Interview Time Sheet

DEADLINE: Monday, March 6, 2017 at Noon to the Career Development Center (please drop off at front desk)

Name _____ Grad. Year _____

Phone _____ Email _____

Reference #1

Name _____ Phone Number _____

How do you know this person? _____

Reference #2

Name _____ Phone Number _____

How do you know this person? _____

Reference #3

Name _____ Phone Number _____

How do you know this person? _____

Please check all that apply

- I will be on campus for the entire 2017 – 2018 school year
- I can attend training prior to classes in August 2017 (date given in advance)
- I can commit between 5 and 10 hours a week to this position
- I acknowledge that all information provided in this application is accurate

Sign _____ Date _____

* For the following 5 questions please type or neatly write your answers on a second sheet of paper.

- 1.) Upon reviewing the CA job description, what interests you the most about the position? And why do you feel you would be a great fit for our team?
- 2.) What are your career goals? And what have you done to pursue your own professional development?
- 3.) What other activities/leadership positions/jobs do you anticipate being a part of in the 2017-2018 school year?
- 4.) How will you balance/prioritize your academic responsibilities and other commitments with this position?
- 5.) Have you used our office before? If **YES**, please briefly describe the services you used.

Check the items you feel you are particularly skilled at:

- Collaborating with a team of peers
- Solving complex problems
- Using InDesign, Photoshop
- Writing/editing content such as a blog post
- Oral communication
- Delegating tasks to others
- Knowledge of StrengthsQuest themes
- Public Speaking
- Managing social media platforms
- Photography (intermediate)
- Diversity and inclusion
- Creating new ideas
- Motivating others
- Listening to others
- Following through on tasks
- Organizing activities
- Attention to detail
- Video/editing
- Other _____

Thank you very much for your interest in the Career Advisor position!

Advisors:

Amy Freehafer (freehafer@hope.edu)

Megan Fisher (fisher@hope.edu)

Interview Availability: Please circle (3) interview time slots should you be selected for an in person interview.

Monday 3/13:

- 11-11:30
- 11:30-Noon
- 1:30-2:00
- 2:00-2:30
- 2:30-3:00
- 3:00-3:30
- 3:30-4:00
- 4:00-4:30

Tuesday 3/14:

- 9:30-10:00
- 10-10:30

Wednesday 3/15:

- 9:30-10
- 10-10:30
- 10:30-11
- 11-11:30
- 11:30-Noon
- 2:30-3
- 3-3:30
- 3:30-4

**I cannot make any of these times and here are three options that fit my schedule Mon 3/13- Wed 3/15 (Please note the CDC is open from 8-Noon, 1-5pm)
