



# 2018 Summer Conference Assistant Application

NAME: \_\_\_\_\_

RICE EMAIL: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

OVER THE AGE OF 18? \_\_\_\_\_ OVER THE AGE OF 21? \_\_\_\_\_

RICE ID #: \_\_\_\_\_

GENDER: \_\_\_\_\_

COLLEGE: \_\_\_\_\_

CURRENT ROOM #: \_\_\_\_\_

MAJOR FIELD OF STUDY: \_\_\_\_\_

MINOR FIELD OF STUDY (if any): \_\_\_\_\_

CURRENT CLASSIFICATION: \_\_\_\_\_

FALL 2018 EXPECTED CLASSIFICATION: \_\_\_\_\_

(i.e. Freshman, Sophomore, Junior, Senior, Graduate Student)

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POLO/T-SHIRT SIZE: \_\_\_\_\_

**Class Load:** List any academic or research work you anticipate in the upcoming summer. If taking classes, include the scheduled class times and total number of credit hours:

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**Jobs and Internships:** List any current jobs or jobs you anticipate in the upcoming summer (internships, student teaching, etc.):

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**Student and Community Involvement** – List any college or community organizations/clubs which you will be involved with during the upcoming summer (i.e. O-Week Coordinator or Advisor). List officer positions held, if any:

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**Vacations Planned:** List the dates of any vacations you have planned for the upcoming summer.

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**Preferred Positions:** Please use the below chart to indicate the positions you would be willing to accept for Summer 2017 (if offered). If you are willing to accept multiple positions, please also mark the position you would most prefer.

Position Name:	Willing to Accept This Position	Preferred Position:
Morning Office Coordinator	<input type="checkbox"/>	<input type="checkbox"/>
Afternoon Office Coordinator	<input type="checkbox"/>	<input type="checkbox"/>
Morning Summer Conference Assistant	<input type="checkbox"/>	<input type="checkbox"/>
Afternoon Summer Conference Assistant	<input type="checkbox"/>	<input type="checkbox"/>
Weekend Summer Conference Assistant	<input type="checkbox"/>	<input type="checkbox"/>
Evening Customer Service Assistant	<input type="checkbox"/>	<input type="checkbox"/>
Summer Housing Assistant	<input type="checkbox"/>	<input type="checkbox"/>

**Essential Functions** – Based on the job description, are you able to perform the essential functions of this job? Would you require accommodations to perform the essential functions of this job? \_\_\_\_\_

PLEASE REVIEW EACH OF THE FOLLOWING STATEMENTS BELOW AND INITIAL TO INDICATE THAT YOU HAVE READ AND UNDERSTAND EACH ONE:

1. INTIAL: \_\_\_\_\_ I understand that I must remain in good disciplinary standing with the University in order to maintain my role as a Summer Conference Assistant. I authorize H&D to check my discipline file.
2. INTIAL: \_\_\_\_\_ I understand that I must be available for the entire employment period (May 14 – Aug 7, 2018), with the exception of approved vacation time.
3. INTIAL: \_\_\_\_\_ I understand I am required to attend Summer Conference Assistant staff meetings on Wednesdays from 3:00pm – 4:00pm, training on May 7 – May 10, and work O-Week Advisor move-in on August 7, 2018 as a condition of my employment.
4. INTIAL: \_\_\_\_\_ I understand that I am required to obtain approval for my extracurricular activities as well as other time commitments which are not already mentioned in this form.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*Thank you for taking the time to complete this form. If you have any questions please contact Diana DeSantiago, Summer Conference Coordinator via email at [dd23@rice.edu](mailto:dd23@rice.edu).*