



BERKELEY COLLEGE AIDE APPLICATION 2017

What is a Berkeley College Aide?

College Aides are an integral part of the Berkeley College community. They work directly with Head of College Evans, Cyndi Erickson, and Sue Matteo to manage the office, plan events, and make life a little easier for all students. Each aide works in the office for about 2-3 hours a week to keep track of student packages, distribute keys, answer phones, deliver materials to other places on campus, and help Cyndi and Sue with *whatever* they need done. Each aide has certain specific responsibilities in the college such as managing the Bagel Bar, library, or music room. In addition to these weekly duties, College Aides help with special functions throughout the year, including College teas, fellows' receptions, and special dinners in the Head of College's House. They move in early at the beginning of the year to prepare for freshman move-in and stay to help with Commencement in May. Aides **must** be prepared to return earlier in August and remain for Commencement.

As an aide, you must be responsible and dependable. Events can occur on short notice, so it is important that you be flexible and available to help out when needed. This sometimes includes working in the evenings or on weekends to staff functions. Aides are also important liaisons between the student body and the Head of College, so it is essential that all aides be observant and sensitive to student needs. As social leaders of the college, aides are expected to demonstrate high standards of exemplary conduct. You should be committed to college activities and be willing to take initiative to improve all aspects of Berkeley life.

Being a College Aide is an exciting job that immerses you in college life and allows you to get to know numerous people in the Berkeley community. It can be demanding, particularly at the beginning and end of the year, but it is also rewarding and fun. It is a great way to get more involved in Berkeley life, meet new people, and make a lasting impact on the community.

All freshmen and sophomores are encouraged to apply, although preference will be given to freshmen. **Please note that you must live on campus to be an aide.**



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*Please type your responses. Applications are due in the College Office by **February 10th** at 5:00 p.m..*

NAME:

CLASS:

CURRENT ROOM NUMBER:

MAJOR:

- 1. Why do you want to be an aide?**
- 2. In what ways have you been involved with Berkeley during your time here?**
- 3. What special skills or qualities would you bring to an aide's position and please note any past work experience (summer jobs, campus jobs, etc.)**
- 4. Please list any extracurricular activities or proposed commitments for 2017-18. (e.g. sports, singing groups, clubs, etc.)**
- 5. Are there any obligations you may have that would prevent you from working functions that occur in the evenings or on weekends?**

6. What do you like most about Berkeley?

7. What would you improve in Berkeley if you had the opportunity?

8. Which 5 words would you use to describe yourself?

9. Is there anything else you would like us to know about you that is not already in this application?