



engaging education (e²) Job Application

Instructions and Information

1. Review job qualifications and description to ensure you meet the requirements and qualifications before completing application.
2. Complete all sections of the current application form thoroughly before emailing or dropping off. Ensure you have all items in the Check-Off List.
3. Make sure application is submitted by deadline. No extensions will be given and no late applications will be accepted.
4. If you are applying for more than one position, please submit separate applications for each position.
5. Submitting an application does not guarantee an interview or appointment to the open position. Please allow time for an email or phone call from e² to notify you about an initial interview.
6. Once contacted for an interview, we will give you all the necessary information regarding your interview date, time, and location. Please show up on time.
7. After all interviews have been conducted, we will contact all applicants with a decision from the hiring committee via phone call, email, or in-person communication.

ChUCK Applications for Summer 2024 and the 2024-2025 academic year are due on **Monday May 6, 11:59PM.**

Applications can be submitted through email to ucsc.e2@gmail.com or in person through the e² office mail slot. e² is located in the Quarry Plaza, across from the Bay Tree Bookstore and above the Bike Co-op.

Please remember to attach all components of the application to your email, or to print out hard copies of everything if you plan on submitting it in person.

e² Qualifications and Requirements

- Time management skills
- Work independently as well as a member of a team
- Exercise good judgment, particularly with sensitive and/or confidential matters
- Demonstrate experience in Student Initiated Retention and/or Outreach programming
- Be a current member of an active registered student organization that conducts Student Initiated Outreach and Retention programming
- May not take on another leadership role or responsibility that takes a substantial time for example, coordinating an outreach or retention program;
- Ability to work in a diverse and dynamic office setting and organization
- Ability to work with a diverse group
- Ability to manage multiple tasks at once
- Please note that each position requires different working hour commitments; refer to specific job descriptions for accurate time commitment expectations
- ChUCK Positions are whole academic year commitments, and you must be a registered student during the appointment

Additional Requirements

CHECK-OFF LIST	Cover letter	Resume	Application
	Current class schedule	Questions	2 references

Name:

First

Middle initial

Last

Gender:

Position applying for:

Phone number:

UCSC Email:

Address:

Number

Street

Apt/Suite/Dorm # (if any)

City

State

Zipcode

Are you currently and going to be a registered UCSC student?

Yes

No

Are you 18 years of age or older?

Yes

No

How did you hear about this position?

Organizational announcement

Email

e² website

Social media

Employee/friend

Other (specify):

Ethnicity: (please indicate all that apply)

African American/Black/Caribbean

LatinX

Pilipinx/

ChicanX

Native American/Alaska Native

Filipinx American

Chinese/Chinese American

Mien

Vietnamese/

East Indian/Pakistani

Mexican/Mexican American

Vietnamese American

Hmong

Other Spanish American

White/Caucasian

Japanese/Japanese American

Other Asian

Other (specify):

Korean/Korean American

Pacific Islander/Native Hawaiian

Which languages do you: (please write in boxes below, note proficiency level)

Speak

Read

Write

DO NOT WRITE IN THIS SECTION, TO BE COMPLETED BY THE e² OFFICE

Date received:

Staff initial:

Complete application:

Yes

No

Submitted:

Cover letter

Resume

Application

Current class schedule

Questions

2 references

Position applying for:

Co-chair

Office Manager

GDIT

Program Coordinator

JUSTICE Program

Coordinator

RAM

CEM

Finalized hire process:

Accepted hire offer

Applied online

Blue card

Instructions

1. For the following section, please type your answers out on a separate word document and attach them to your application (either as a PDF/DOCX file or printed out).
2. Answers for each question should not exceed one page.
3. Answer all parts of the questions to the best of your ability.
4. No extensions will be given for this section.

Questions:

1. What organizations are you currently involved in and what is your role? (e.g. committee leader, treasurer, etc.)
2. What responsibilities will you have during academic school year? How many hours per week will you be committing to these responsibilities? For summer and summer start positions, please list any summer commitments.
3. Why do you feel you are qualified for this position? Please summarize any qualifications that make you eligible for this position. Highlight any relevant experience, skills, knowledge, and/or trainings that meet the qualifications of the position.
4. What do you know of engaging education (e²)? What has been your experience with e², Student Initiated Outreach and/or Retention? Please be specific. Include any relevant information on your involvement and e²'s structure.
5. Please review the e² Mission, what part of the e² Mission do you find the most important and why?

Computer skills/Applications: (please specify software programs you know)

Word processing:

Spreadsheet:

Database:

Communications:

Desktop publishing/graphics:

Website design:

Typing skills:

Words per minute:

Computer hardware/ operating system:

(Check all that apply)

Windows

Macintosh

Other:

