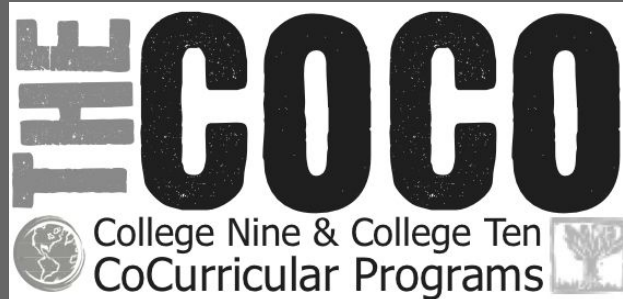


2017-2018
College Nine & College Ten CoCurricular
Programs Office
Faculty Initiatives Assistant [FIA]
& Special Projects Assistant
SUPPLEMENTAL APPLICATION



Thank you for applying for a Faculty Initiatives Assistant and/ or Special Projects Assistant position in the CoCo here at Colleges Nine and Ten. Please complete this application only after having reviewed all content on the College Nine or College Ten website regarding the positions. This packet contains the job description, selection criteria and supplemental application. Please be aware that all necessary steps are outlined online and that letters of recommendation will be submitted through a direct link.

TO APPLY:

- **Carefully read the Steps to Apply found through the CoCurricular segment of the College Nine or College Ten website. In brief, apply through the ER system, fill out the supplemental application, attach a copy of your unofficial transcript, provide two references, and indicate your interview availability.**
- **Turn in your complete supplemental application packet** (references must be submitted directly through the link {<http://bit.ly/fiaspa>}, transcripts may be submitted with this application) to the Colleges Nine and Ten CoCurricular Programs Office (Soc Sci 1, Rm. 103 – between the College Nine Mailroom and SS I Rm. 110) by 4:00 PM on Wednesday, April 12, 2017.
- **Complete the Student Employment Services Application for each position to which you are applying for by Wednesday, April 12, 2017 at 4:00 PM. www.careercenter.ucsc.edu**
 - Faculty Initiatives Assistant (ER #1617)
 - Special Programs Assistant (ER #7745)

AFTER APPLYING:

- **Note that Monday, April 17; Tuesday, April 18; Wednesday, April 19; and Thursday, April 20 are possible interview days.**
 - Applicants who will be interviewed for the position will receive an email and/or phone call inviting them to interview. Dates set aside for interviewing are on April 17, 18, 19, and/or 20. *Please note these dates on your calendar now so that you will be available to schedule an interview during times you are available. If you need to make special arrangements for scheduling, please talk to Wendy Baxter.*
- All applicants will be notified with via email by 7:00 pm on Thursday, April 20 regarding the hiring decision. **You must accept or decline by 4:00 pm on Sunday, April 23, 2017.**