

## Student Leadership Selection Application Process Check List

- Review position descriptions and position chart (see website) including time commitment and dates of employment to make sure they fit with your academic and extra-curricular schedule.
- Create a resume which **includes two references with contact information**. If you need assistance developing a resume, please visit the [Career Development Center](#)
- Visit E-Recruiting ([www.stthomas.erecruiting.com](http://www.stthomas.erecruiting.com)) to apply for the job(s) by February 12, 2009. **It is very important that this step be completed correctly.** If you have any questions, please contact Cari Fealy at [cafealy@stthomas.edu](mailto:cafealy@stthomas.edu).
  - o Create an account
  - o Upload Resume
  - o Apply for the positions you're interested in (don't forget to link your resume to each job!)
  - o To verify that you've applied for a job, go to your "Applications Menu" to view your active applications. If the position isn't in there, you didn't apply correctly.
- Create a personal statement which you will bring to your initial interview.

### **Personal Statement 2009**

Because we value the unique contributions that each student brings to the greater mosaic of the university community, our marketing campaign showcases different sides to our currently employed student leaders.

Examples include: peaceful traveler, runner, rock star, butters the gnar, and smarty pants.

If you were featured in next year's campaign, what descriptor would you use to showcase a talent, interest or identity?

In two double-spaced pages or less, name the descriptor, tell us why it is important to you and describe how it shapes your ability to be a leader.

- February 13, 2009: You will receive an email to return to E-Recruiting to sign up for one 20 minute interview which are February 18, 19 and 20, 2009. Regardless of how many positions you are applying for, you will only need to sign up for one interview.
- February 18, 19, 20, 2009: Initial Interviews. Don't forget to bring your personal statement.
- February 23 – March 3, 2009: Final interview process will happen during this time. Processes may vary by position. Not everyone is invited to participate in all final interview processes.
- March 10-11, 2009: Offers will be emailed out.