

London College of General Studies Program Fall 2011 Student Representative Application

The Boston University London office has an opening for a student representative for the London CGS Program. The representative will be the liaison between the BU-London staff, faculty, and fellow students. There will be some hours spent in the BU London office at Harrington Gardens, but no more than five hours a week. The representative will be paid through a £100 cash stipend and £20 credit on their mobile phone.

DUTIES MAY INCLUDE:

- Relaying messages to faculty and students about room changes or other class changes
- Updating student files
- Helping to organize field trips or other events
- Performing general administrative tasks within the London GGS Program

Previous office or student employment experience is helpful. Familiarity with the following software packages would be helpful: Excel, Filemaker Pro, InDesign, and Word for Windows.

The student representative will report to the Academic Affairs Office upon arrival in London to meet the staff and have a brief orientation. Your work rotation will be arranged around your studies, and the mid-semester break so that it will interfere as little as possible.

The application overleaf should be submitted no later than June 1, 2010, via e-mail or fax to Sarah Farrow at the Boston University office in London at sfarrow@bu.edu or 011-44-207-373-9430. After an initial review of the applications, selected students will be invited to take part in telephone interviews. After further consideration, and a possible second interview, the successful candidates will be contacted by telephone or e-mail.

Please note that initial appointments and contacts will be made via your internet e-mail account. Please ensure that you check the account regularly.

Name: _____
Email address: _____
College phone number: () _____
Permanent phone number: () _____

PREVIOUS WORK EXPERIENCE

Company name: _____
Name of supervisor: _____
Company name: _____
Name of supervisor: _____

Please list any activities in which you regularly participate that you think demonstrate your suitability for this post.

Please provide us with details of a former employer who may furnish a reference on your behalf.

Name: _____
Telephone number: () _____
E-mail address: _____

Please keep this page for your reference.