

Additional Application Materials and Guide

Student Transitions Practicum Student

During your application, you will be prompted to submit two documents: a resume and a cover letter. Below we have outlined the prompt for both of these questions.

Resume

Please submit your resume. As a Student Affairs / Higher Education Administration student, you may consider having a resume that is no longer than 2 pages. A good resume should include the following:

- Clearly stated contact information. You do not have to share your address. We encourage you to consider not providing location information for bias-reduction purposes.
- An education section which should include: The name of your schools, your areas of study, your graduation date or expected graduation date, and any honors you received.
- Relevant work and volunteer experience including roles held within student affairs and higher education. This may include internships, assistantships, research, or practicum experiences
- Meaningful co-curricular involvement that illuminate your understanding of our functional area(s). You may consider highlighting any engagement in admissions and enrollment management, orientation, first-year experience, second-year experience, transfer student programs, student success programs, etc.
- Any special skills or qualifications that may further qualify you for the position

Additional Recommendations:

- Proofread your resume.
- Ask someone you trust to proofread your resume.
- Download and submit your resume as a PDF.
- Refer to the position description to help guide your resume.

Cover Letter

Please submit a Cover Letter. A good cover letter should be in narrative form and include all the following:

New applicants:

- Including a greeting to the position description contact person
- We encourage you to use the cover letter to answer the following questions.
 - Why do you want to this position?
 - What do you hope to gain from the position? Why do you want to grow in these areas?
 - What skills and perspective would you bring to the role?

Additional Recommendations:

- Your letter should be approximately 1 pg. Single spaced.
- Proofread your cover letter.
- Ask someone you trust to proofread your cover letter.

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- Download and submit your Cover Letter as a PDF.
- Refer to the position description to help guide your cover letter.

Examples of Evaluative Criteria and Rubric and Cover Letter

Evaluative Criteria and Rubric-Resume

Your resume and cover letter will be scored from a rubric that focuses on the following areas:

- **Formatting and attention to detail**
- **Experience working or volunteering in higher education and student affairs**
- **Writing sample**
- **Alignment with position description**
- **Response to prompt in Cover Letter**

For **formatting and attention** to detail, your resume should contain no typos or formatting issues. We encourage you to work with your adviser, assistantship supervisor, or a mentor to look through with you. We highly recommend using this to highlight your written communication skills and proof-read your work.

Furthermore, for a thorough response that references your **working or volunteering experience in higher education and student affairs**, we want to see a narrative connecting to meaningful work supporting students. An example of this could include quantifiable information regarding your involvement in the position, unique achievements in the role, and impact on the campus community through your involvement. Applicants should highlight experience with populations we work with including pre-college, first-year, sophomore, transfer, exchange, gap-year, junior, senior, or student leaders / employees.

Preferred candidates will demonstrate previous experience with or a desire to engage with **topics outlined in the position description**. This includes curriculum development, assessment, research, intervention, hiring processes, or programming.

Lastly, successful candidates will clearly answer the three prompt questions for their cover letter, demonstrating ability to follow direction as well as demonstrating self-reflection necessary for a learning-laboratory experience.

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Interview Questions

All applicants should have signed up for an individual interview. The individual interview will last 20 - 25 minutes long and will be facilitated by the Associate Director for Student Transitions & Family Programs.

The interview, held via Zoom, will include the following components:

- Introductions from Associate Director
- Overview of STFP and Practicum Position
- Introductions from Candidate and Interview Questions
- Next Steps

Effective responses to these questions answer the prompt in full and demonstrate personal reflection. A copy of these questions will be provided to you during your interview for you to reference.

1. Tell us about yourself and your journey into higher education administration and student affairs.
2. What about this practicum position interests you? What are your goals for your practicum experience?
3. What is an issue in higher education you are interested in? How have you engaged with that topic?
4. Give an example of how you have operationalized a student development theory in practice. How did this theory inform the content you provided or your practice?
5. Positionality or self-reflexivity is an important aspect for any student affairs professional to incorporate into their practice. Tell me about how you have engaged in topics of equity, diversity, and inclusion either in or out of the classroom.
6. Tell me about an experience with research to practice. Share with me about a paper or project for class that you worked on this semester that required you to read and reference literature. What steps did you take to be successful and what lessons did you learn after submitting?
7. Tell me about a time where you worked to plan or implement a training. What was the topic, and how did you work to address the needs of your audience?
8. Describe the work environments where you've been most successful, including supervisor and colleague relationships and office culture.
9. What is your current availability for a start and ending date for your practicum?
10. What questions do you have for me?