

Office of University Conferences
SUMMER INTERN HOUSING
PROGRAM MANAGER APPLICATION
Summer 2010



The Summer Intern Housing Program (SIHP) Manager position is an excellent opportunity for qualified applicants. The manager provides our Summer Intern Housing Program with necessary managerial support. This is full-time, live-in position with on-call responsibilities. If you are selected, we promise you a fun working environment; supportive, educational supervision; interactions with a wide range of people; ample opportunity for creative problem solving; and an unforgettable learning experience.

Completed applications are due by 5:00 pm on Friday, November 13, 2009 to the Office of University Conferences. Applications must include two recommendations.

If you have any questions, please contact:

Office of University Conferences
404.727.0428 or 404.727.7632
sihp@learnlink.emory.edu
118 Alabama Hall



Office of University Conferences

SIHP Manager Application -- Summer 2010

Name: _____

Current Address: _____

Current Telephone #: _____

Permanent Address: _____

Permanent Phone #: _____

Email Address: _____

Driver's License # and State: _____

(NOTE: All staff must take a Defensive Driving course during training if they do not have a current Defensive Driving certificate.)

References (please include one job supervisor and one professor):

Name: _____

Position: _____ Phone: _____

Name: _____

Position: _____ Phone: _____

Applications (including completed application form, resume, and two recommendation forms) must be in the Office of University Conferences by **Friday, November 13, 2009 at 5:00 PM** to be considered. Candidates mailing applications through the mail are advised to do so early, as late applications may not be accepted.

Office of University Conferences

EMORY UNIVERSITY

The mission of the Office of University Conferences is:

- To provide outstanding customer service and quality services to our clients and guests; and
- To provide a meaningful learning experience for our staff through challenging responsibilities and supportive supervision.

Both our clients and our staff are included in this mission statement because both are equally important to us.

Please respond to the following questions on an additional sheet of paper.

1. Why would you like to be a SIHP Manager?
2. Describe any skills or experiences you have obtained in previous employment positions that would be pertinent to the SIHP Manager position.
3. Describe the supervisory style you plan to use this summer as a SIHP Manager.
4. Describe two strengths and how they may impact your work in this position.
5. Describe two weaknesses and how they may impact your work in this position.
6. Each conference staff member is permitted one four-day vacation during the summer. Do you have any plans this summer that would cause you to be away from campus for more than this period? If so, please explain briefly and include anticipated dates.

Signature of Applicant: _____ Date: _____

Personal delivery of an application can be made at the Office of University Conferences (Alabama Hall, room 118). Additionally, completed applications may be faxed to 404-727-4774, or sent via post to:

Office of University Conferences
Emory University
DUC/Drawer B
Atlanta, GA 30322

Applications (including completed application form, two recommendation forms and resume) must be in the Office of University Conferences by Friday, November 13, 2009. Candidates mailing applications through campus or U.S. mail are advised to do so early, as late applications may not be accepted.