

Penguin Production Student Board Application

Penguin Production Student Board

Position Title: Penguin Production Student Board

Length of Position: 1 year position – Must reapply at the end of an academic year

Hours per Week: Average of 5 hours per week. Additional hours may be required week of event.

Prerequisites: A current YSU student, in good academic standing.

General Duties:

- Assist in the assessment, development, implementation and evaluation of campus wide programming
- Attend Penguin Production meetings
- Read and respond to weekly Penguin Production e-mails and discussions
- Assist with recruiting volunteers to work the day of event
- Collaborate with other Penguin Production advisors and board members in the development of programs
- Review and submit program funding requests for approval
- Actively assist in the program organization, staffing, events logistics, implementation, supervision , sponsorship, marketing, promotion and evaluation for each approved event
- Produce at least 1 major event each semester

Application Dead- Line:

All applications, cover letters and resumes must be submitted to **Andrews Student Recreation and Wellness Center by May 2, 2008.** Contact Melanie Angiuli at 330/941-2893 with any questions.

Name: _____ **Student I.D. #** _____

Local Address:

Home Address:

Local Phone: _____ **Home Phone:** _____

Cell Phone: _____ **E-mail Address:** _____

Emergency Information

Emergency Contact: _____ **Phone:** _____

Relationship to you:

Class Rank: Freshman Sophomore Junior Senior Graduate

College Enrolled: _____ **Expected Graduation Date:** _____

Major: _____ **Minor:** _____ **GPA:** _____

Related Skills/ Experiences:

Computer Skills:

On Campus Reference:

Name: _____

Phone Number: _____

E-mail Address: _____

Experience and General Information:

Campus Involvement: Please identify your involvement with any student organizations, extracurricular activities, committees, honors or awards.

If you could offer any major special events on campus what would you suggest?

Personal Statement:

Please attach a personal statement of why you would like to be part of the Penguin Production Board and how you can contribute to this board. This document should be submitted with a resume and the application.

Date ___/___/___

Applicant's Signature _____

I hereby release all of the above information, including my grades and judicial information the Penguin Production Board Advisors and to Youngstown State University administrators as needed. Discretion will be used in the release of any information. Use of this information will be exclusively in support of the University's educational mission.

Availability

Name: _____

Phone: _____

TIME	MONDAY	TUESDAY	WEDNSDAY	THURSDAY	FRIDAY	SAT	SUN
6-7							
7-8							
8-9							
9-10							
10-11							
11-12							
12-1							
1-2							
2-3							
3-4							
4-5							
5-6							
6-7							
7-8							
8-9							
9-10							

- 1) PLEASE "X" ANY TIMES THAT YOU ARE NOT AVAILABLE TO WORK (Classes/Commitments)
- 2) PLEASE HIGHLIGHT TIMES YOU PREFER TO WORK
- 3) ATTACH YOUR FALL 2008 CLASS SCHEDULE TO THIS FORM

Please return completed application and personal statement:

Department of Campus Recreation and Student Programming
Andrews Student Recreation and Wellness Center
One University Plaza, Youngstown, Ohio 44555
(330) 941-3488