



# Commuter Assistant Program

## 2012-2013 Application

The Commuter Assistant Program pairs incoming commuter students with "seasoned" Stony Brook student leaders who provide support, advice, and camaraderie during the new students' first year.

Commuter Assistants (CAs) are campus leaders who are dedicated to helping other students have a great college experience. They also play an integral part in the success of Commuter Student Services (CSS) events and programs.

### **Requirements for Application to the Commuter Assistant Program:**

- Must have completed at least 2 semesters at Stony Brook (you can apply while still in your second semester)
- Must have minimum of a 2.7 cumulative GPA
- Must commit full academic year (2012-2013) commitment to the program
- Must be enthusiastic about helping other students and developing your own leadership qualities through training and hands-on experience

### **Expectations/Opportunities for Commuter Assistants:**

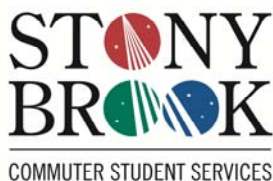
- Participate in 2012 spring CA training: May 23<sup>rd</sup>, 24<sup>th</sup> and 25<sup>th</sup> (10am-5pm)\*
- Hold 1 office hour per week between 9am and 5pm (hour selected based on your schedule) \*
- Attend monthly Team Meetings (one Wednesday of each month during Campus Life Time)\*
- Be available to communicate (phone/email/in person) with assigned new student partners over summer 2012 - prior to their first semester, as well as during the upcoming year. \*
- Assist at *Experience Stony Brook/Opening Weekend* (August 24-26) \*
- Assist with preparation and facilitation of CSS events and programs throughout the school year\*
- Acquire Lotus Notes account (information provided at training in May) \*
- Help plan programs to encourage commuter involvement on campus
- Participate in recommended campus-wide leadership skill-building events

\* *Required*

### **Benefits of Being a Commuter Assistant:**

- Helping other students in the SBU community as part of a great team
- Learning valuable skills and gaining personal and professional development
- Learning the facets of event-planning as you create fun opportunities for your partners
- Opportunities to improve your verbal and written communication skills
- Opportunities to represent the commuter voice on campus panels and committees
- Leadership and community service experience to add to your resume
- Create valuable networks with prestigious staff and faculty
- Special events and giveaways exclusively for CA's

**AND MORE!**



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Please complete **all four parts** of this application and return to the Office of Commuter Student Services, SAC 224, no later than **5:00pm Friday, March 9<sup>th</sup>**.

In addition to completing the application, candidates are **required to attend one** of the following information sessions. If you are unable to attend an information session, please contact Denise DeGennaro at [ddegennaro@notes.cc.sunysb.edu](mailto:ddegennaro@notes.cc.sunysb.edu) to schedule an appointment.

Mon., Feb. 13<sup>th</sup>, 4-4:30pm, SAC 309  
Tues., Feb. 14<sup>th</sup>, 10:30-11am, SAC 309  
Wed., Feb 15<sup>th</sup>, 1:30-2pm, SAC 312  
Wed., Feb 15<sup>th</sup>, 3:30-4pm, SAC 309  
Thurs., Feb. 16<sup>th</sup>, 3:30-4pm, SAC 308  
Tues., Feb. 21<sup>st</sup>, 1-1:30pm, SAC 309  
Wed., Feb. 22<sup>nd</sup>, 10:30-11am, SAC 312  
Thurs., Feb. 23<sup>rd</sup>, 10:30-11am, SAC 312

Mon., Feb. 27<sup>th</sup>, 5-5:30pm, SAC 309  
Tues., Feb. 28<sup>th</sup>, 10:30-11am, SAC 309  
Wed., Feb. 29<sup>th</sup>, 3:30-4pm, SAC 309  
Thurs., March 1<sup>st</sup>, 4-4:30pm, SAC 309  
Mon., March 5<sup>th</sup>, 3:30-4pm, SAC 309  
Mon., March 5<sup>th</sup>, 4-4:30pm, SAC 309  
Tues., March 6<sup>th</sup>, 4-4:30pm, SAC 309

Wed., March 7<sup>th</sup>, 10:30-11am, SAC 309  
Wed., March 7<sup>th</sup>, 1:30-2pm, SAC 312  
Wed., March 7<sup>th</sup>, 5-5:30pm, SAC 309  
Thurs., March 8<sup>th</sup>, 1-1:30pm, SAC 309  
Thurs., March 8<sup>th</sup>, 3:30-4pm, SAC 309  
Thurs., March 8<sup>th</sup>, 4-4:30pm, SAC 309  
Fri., March 9<sup>th</sup>, 1-1:30pm, SAC 309

### **PART ONE** (Please Print Clearly!)

Name: \_\_\_\_\_

Preferred Email: \_\_\_\_\_

Local Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Preferred Phone: (     ) \_\_\_\_\_  Home  Cell **Shirt Size:** M \_\_\_ W \_\_\_

Best way to reach you during the summer: \_\_\_\_\_

Gender:  Female  Male  Transgender  Other \_\_\_\_\_

Academic Major(s), Minor(s): \_\_\_\_\_

Cumulative GPA: \_\_\_\_\_ Expected Graduation Date: \_\_\_\_\_  Commuter  Resident

Age:  Traditional (18-24)  Non-Traditional (25+)

How did you become aware of this opportunity? \_\_\_\_\_

Did you participate in this program as a new student?  Yes  No If so, who was your CA \_\_\_\_\_

#### **For Commuters:**

Do you plan to be on campus in the:  Morning  Evening  Afternoon

How do you commute to campus?  Car  Carpool  Bus  Train  
 Bike  On foot  Other \_\_\_\_\_

#### **For Residents:**

Have you ever been a commuter at Stony Brook?  Yes  No When? \_\_\_\_\_

**PART TWO** (Please print clearly on this sheet, or attach a separate typed sheet)

1. What are your interests and/or hobbies?

2. What qualities do you possess that would make you a good candidate for the Commuter Assistant Program?

3. What do you hope to gain if selected as a 2012-2013 Commuter Assistant?

4. Which of the following are of interest to you? Please check all that apply.

- |  |  |                                   |
|--|--|-----------------------------------|
| <input type="checkbox"/> Marketing/Advertising | <input type="checkbox"/> Educational Programming | <input type="checkbox"/> Advocacy |
| <input type="checkbox"/> Social Programming    | <input type="checkbox"/> Public Speaking         | <input type="checkbox"/> Research |
| <input type="checkbox"/> Community Service     | <input type="checkbox"/> Recruitment/Outreach    | <input type="checkbox"/> Writing  |

**INTERVIEW DATES/TIMES**

Please number the following interview dates and times in order of preference (1 – 7 or N/A if not available):

Tuesday, 3/27:       11:30am - 12:15pm       5:30pm - 6:15pm

Wednesday, 3/28:       12pm – 12:45pm       3:30pm - 4:15pm       4:30pm - 5:15pm

Thursday, 3/29:       2:15pm - 3pm       4:00pm - 4:45pm

Please note that it is **strongly encouraged** that you attend our  
Prospective Commuter Assistant Mixer  
*Wednesday, February 22<sup>nd</sup> at 1pm in SAC 223*

**PART THREE** Please attach a resume and/or a brief summary of your campus and community involvement.

**PART FOUR** Please ask a campus faculty or professional staff member familiar with you to complete this recommendation form.

## COMMUTER ASSISTANT APPLICANT REFERENCE FORM

CA Applicant's Name \_\_\_\_\_

Hello, you have been identified as a source of reference for a Stony Brook student applying to be a Commuter Assistant (CA). You are kindly asked to rate this applicant in the following areas: Leadership Skills, Interpersonal Skills, and Campus Knowledge – based on a five point scale, **1 being poor and 5 being excellent**. Please place the completed form in a sealed, signed envelope and return it to the applicant.

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### CA REFERENCE

Leadership Skills                    1        2        3        4        5

Comments:

Interpersonal Skills                1        2        3        4        5

Comments:

Campus Knowledge                 1        2        3        4        5

Comments:

Reference's Name \_\_\_\_\_ Title, Department \_\_\_\_\_

Reference's Signature \_\_\_\_\_ Date \_\_\_\_\_

*The Office of Commuter Student Services thanks you for assisting in our recruitment and selection process. If you have any questions or concerns, feel free to contact us at (631)632-7353. To learn more about the Commuter Assistant Program, please visit our website at <http://studentaffairs.stonybrook.edu/css/cap.shtml>*