Application Packet
2014-2015

Presented by:

Priority Deadline – April 1, 2014
Off-Campus and Commuter Student Engagement
Commuter Liaison Application 2014-2015

The mission of the Commuter Liaison (CL) program is to enhance the commuter student experience at The Ohio State University. Commuters are defined as students who do not live in university-managed housing and essentially live beyond walking distance. Commuter Liaisons build community among commuter students and promote commuter student success by hosting programs, advocating for commuter needs, and acting as a resource for students. Commuter Liaisons are responsible for creating and distributing resources and information to students, working with university departments and committees to improve the commuter student experience, and planning events to improve new and returning commuter student’s connection to campus. This is a paid position in The Office of Off-Campus and Commuter Student Engagement (OCCSE) beginning with working orientation sessions during the summer, based on availability, and an average of ten hours per week during the academic year; work study is available.

Commuter Liaison Summary of Duties:
Community Programming and Outreach (50%)
• Plan, execute, and evaluate community-oriented events, programs, services, and projects addressing commuter student needs
• Develop a working knowledge of campus resources in order to provide support and referral to commuter students
• Evaluate and research the varied needs of commuter students
• Research, collect, compile, and disseminate relevant resources

Creative Marketing (30%)
• Develop marketing strategies to inform commuter students about OCCSE and its services
• Create marketing techniques for advertising programs to commuters in addition to email, fliers, and posters
• Distribute information and resources to commuter students
• Develop and update office resources

Staff and Administrative Duties (20%)
• Attend and participate in staff trainings
• Attend weekly staff meetings
• Represent commuter students and the CL program on designated university committees and community organizations such as the Commuter Student Organization biweekly
• Update supervisors on work progress during regularly scheduled meetings
• Other duties as assigned

Desired Qualifications:
An ideal Commuter Liaison candidate will live off-campus and commute for the intended period of employment. They should exhibit strong organizational skills, the ability to work in groups, an appreciation for collaborating with others, the ability to follow-up to correspondence in a timely and professional manner, skills in working with diverse populations, and be goal-
oriented. Candidates must be comfortable working outdoors and have strong written and verbal communication skills. It is helpful that candidates have experience with program planning, community development, marketing, and have a sense of the issues that face commuter students.

Compensation:
First year Commuter Liaisons will earn $8.30/hour. CLs are compensated for working summer orientation sessions and are responsible for an average of ten hours per week during the academic year. Additional hours will be expected for program facilitation and staff trainings.

Application Process:
The application process consists of completing the following four steps. Your application will not be considered complete until all pieces are received. The priority deadline is April 1, 2014.

1. Application form and essays
Please complete and submit the application form and essays below together to The Office of Off-Campus and Commuter Student Engagement in 3106 Ohio Union.

2. Submission of one completed reference form
Reference forms should be downloaded from the website at offcampus.osu.edu or printed from this document and given to your reference. Your reference should return the form directly to OCCSE (at the address and fax number included on the form) by the application deadline. The form should be completed by someone with whom you have worked who can speak to your work ethic, interest in community building, ability to relate to others, etc. Supervisors past or present, teachers, faculty, advisors, or volunteer coordinators are examples of some preferred reference choices. Personal friends and family members are not appropriate references.

3. Submission of a resume
Please send or deliver your resume (no more than two pages) to Off-Campus and Commuter Student Engagement, 3106 Ohio Union, 1739 N. High Street, Columbus, OH 43210, or fax it to (614) 292-4786, attn: Amanda McCann.

4. Successful Interview with Off-Campus and Commuter Student Engagement staff
You may be contacted to interview after completion of the application form, reference, and resume. For more information on the Commuter Liaison program, or if you have any questions, feel free to contact Off-Campus and Commuter Student Engagement at (614) 292-0100 or email Graduate Associate Amanda McCann at mccann.119@osu.edu.

Thank you for your interest in the Commuter Liaison program, and we look forward to hearing from you soon!
Off-Campus and Commuter Student
Engagement
Commuter Liaison Application
Form

Personal Information
First Name: ____________________________________________

Last Name: ____________________________________________

Current Address Line 1: ____________________________________________

Current Address Line 2: ____________________________________________

City: ____________________________________________

State: ____________________________________________

Zip Code: ____________________________________________

Email: ____________________________________________

Phone number: ____________________________________________

If you anticipate a change in address and/or contact information, please notify the office of this change as soon as possible.

School Information
Class Rank for 2014-2015: ____________________________________________

Major(s): ____________________________________________

Minor(s): ____________________________________________

Do you have above a 2.5 GPA? (Please circle)  Yes / No

Summer Information (if different from current)
How you can be contacted after May 2014 (over summer)?: ____________________________________________

Summer Address Line 1: ____________________________________________

Summer Address 2: ____________________________________________

Summer City: ____________________________________________

Summer State: ____________________________________________

Summer Zip Code: ____________________________________________

Summer Email Address: ____________________________________________
Please address all four essay prompts.

**Prompt 1:** Please limit to less than 300 words.
Please provide a statement of intent featuring:
- Why you are interested in working as a Commuter Liaison?
- Highlights of your involvement with community development and programs
- What important qualities does a successful community builder have?
- Why you would make a good fit with the Commuter Liaison team?

**Prompt 2:** Limit to fewer than 150 words.
Please describe positive and challenging aspects of commuting to The Ohio State University.

**Prompt 3:** Limit to fewer than 150 words.
Commuter students represent a diverse student population. Explain how you would best increase interest in the Commuter Liaisons’ goals and programs among this population with varied needs.

**Prompt 4:** Please limit this design to less than 500 words.
As a Commuter Liaison, you will create programs to connect commuter students to one another and the campus community, and you will advertise these programs in order to reach students who may not otherwise interact. Design a sample program and marketing plan for commuter students, and include how you would measure your success in meeting your program’s objectives. Good programs will be thorough, inclusive, and demonstrate a balanced perspective between a student liaison working with a university department and a student relating to other students.
Commuter Liaison Reference Form

Commuter Liaison candidate name (please print): ____________________________

Candidate’s email address: ____________________________________________

The above named applicant retains the right of access to this document unless they sign the following waiver:

I hereby waive any and all rights of access to this document which is to be included in my application file for the position of Commuter Liaison. This waiver applies to the Family Educational Rights and Privacy Act of 1974, as amended, and any other similar legislation. I understand that this document may not be used for any purpose other than evaluation of my qualifications for employment.

Applicant Signature ____________________________ Date ________________

To the Evaluator: The student listed above is applying for the position of Commuter Liaison at The Ohio State University. If chosen, this student would work to build stronger community among students who commute to campus by planning community programs/events, disseminating information, and contacting students regularly. This position calls for a person with a high degree of maturity and flexibility, and one who has exhibited significant leadership ability. Please comment on the capabilities of this individual based on your interactions; submit additional sheets where needed. Thank you for your assistance in our selection process.

Name of reference: ____________________________________________

Phone: ____________________________ Email address: ____________________________

I know this applicant: ☐ Very Well ☐ Well ☐ Casually ☐ Not Well Enough to Rate

Please provide information about the applicant in the following areas:

1. What is your relationship to and for how long have you known the applicant?

2. What do you consider to be this applicant’s strongest attributes as a leader?

3. Considering the variety of people skills needed for this position, please describe your impression of this candidate’s ability to engage strangers in conversation, facilitate events, create marketing materials, contribute to as a team member, lend help, etc.
4. What are your observations and impressions of this applicant in relation to his or her sense of professionalism, level of maturity, and ability to work independently?

5. On what qualities does this applicant need to improve?

6. Overall recommendation: (Please mark the continuum)

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Additional Comments:

Completed recommendations for Commuter Liaison candidates are to be returned to the address below (confirm the final due date with the applicant):

Off-Campus and Commuter Student Engagement
3106 Ohio Union
1739 N. High Street
Columbus, Ohio 43210
Fax: (614) 292-4786
Attention: Amanda McCann

The Ohio State University is an Equal Opportunity/Affirmative Action Employer actively seeking diversity in its staff.