



Michigan Technological University

Center for Educational Outreach

Center for Educational Outreach Student Coordinator Application

Basic Information

Full Name: _____ M-Number: _____

Are you a returning SYP Staff member? _____

If yes: what years and staff positions have you held? _____

Are you available to work for SYP during summer 2024? If you are not sure, please list reasons why: _____

Will you be taking summer classes? _____ Current Class Year: _____

Contact Information

Address: _____

Best Email: _____ Phone Number: _____

Written Responses

1. Why do you want this position? What special skills, knowledge, and/or experiences would you bring to this job?

2. How comfortable are you talking on the phone and what experience do you have?

3. How comfortable are you asking questions/asking for help? Describe a time in which you asked for help.

4. Explain a time in which you had to adapt in a stressful situation.

5. Describe the ways you stay organized both personally and professionally.

6. How would you handle the following scenarios:

a. An angry parent calls, they are upset that the class their student wants to enroll in is full. What do you do?

b. A family has missed the due date to make a payment and you have to call them. What do you say?

