



Commuter Assistant Program

2018-2019 Application

What do Commuter Assistants do (in a nutshell)?

The Commuter Assistant Program pairs incoming commuter students with “seasoned” Stony Brook University 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 and Off-Campus Living (CSS & OCL) events and programs.

What are the eligibility requirements to apply?

- Must have a minimum cumulative grade point average (GPA) of 2.7
- Must commit to the program for the full 2018- 2019 academic year
- Must have completed at least one (1) full semester at Stony Brook University (you can still apply while in your second semester)
- Must be enthusiastic about helping other students and developing your own leadership abilities through training and hands-on experience

What are the general expectations if accepted to the program?

- Participate in Commuter Assistant Training Parts I & II (**May 17-19, 2018 & August 6-8, 2018**)
- Participate in the Commuter Assistant Meet and Greet Event (**August 6, 2018**)
- Assist during Opening of School in the Fall semester (**August 25-26, 2018**) & Opening of School in the Spring semester (**January 7, 2017**)
- Attend Commuter Assistant team meetings (**one Wednesday of every month during Campus Lifetime**)
- Hold one (1) team hour each week between 9:00 am and 5:00 pm, selected based on your schedule
- Prompt response to all office communications (emails, Google Calendar invitations, etc.)
- Available to communicate (phone, email, and/or in person) with assigned new student partners over summer 2018 and winter 2019, prior to their first semester, as well as throughout the remainder of the academic year
- Assist with preparation, face-to-face outreach, and facilitation of CSS & OCL events and programs throughout the academic year
- Utilize and regularly check Stony Brook University email address and CSS calendar for new events
- Help plan programs to encourage commuter involvement on campus
- Participate in recommended campus-wide leadership development events

What are some of the benefits of being a Commuter Assistant?

- Helping other students in the Stony Brook University community as part of a great team
- Learning valuable skills and achieving both personal and professional development
- Learning the facets of event-planning as you create fun opportunities for your partners
- Improving your verbal and written communication skills
- Representing the commuter voice on campus-wide panels and committees
- Creating valuable networks with prestigious staff and faculty
- Leadership and community service experience to add to your résumé
- Special events and giveaways exclusively for CAs

AND MORE !



Commuter Assistant Program

2018-2019 Application (Part I)

Please complete **both Part I & Part II** of this application and return the completed application to the Office of Commuter Student Services and Off-Campus Living (Student Activities Center, Room 225) no later than **Friday, March 2, 2018 at 5:00 PM.**

General Information: * Please print clearly!

Name: _____ ID Number: _____

Stony Brook University Email Address: _____

Local Address: _____ City: _____

Zip Code: _____ Preferred Phone: () _____ Home Cell

Preferred Pronoun: He/ him/ his She/ her/ hers
 They/ them/ theirs Other pronoun (please specify) _____

Academic Major(s), Minor(s): _____

Academic Classification as of August 2018 Sophomore Junior Senior

Cumulative GPA: _____ (please note: this will be verified and should be your current Stony Brook GPA. All applicants must have completed at least one semester at the University.)

Expected Graduation Date: _____

Did you enter Stony Brook University as a Freshman or Transfer student? Freshman Transfer

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

How did you become aware of this opportunity? _____

Please indicate if you are a commuter or resident: Commuter Resident

For Commuters Only

Were you paired with a Commuter Assistant when you entered Stony Brook University? Yes No

If yes, who was your Commuter Assistant? _____

When are you typically on campus? Morning Afternoon Evening

How do you commute to campus? Car Carpool Bus Train
 Bike On foot BRV Shuttle Other: _____

Where do you live? At home with family Independently/ in an off-campus rental

For Residents Only:

Have you ever been a commuter at Stony Brook University? Yes No

If yes, please indicate which semesters: _____

Commuter Assistant Program 2018-2019 Application (Part I - Continued)

Short Answer Questions: * Please provide typed answers on separately attached sheet!

1. What qualities do you possess that would make you a good candidate for the Commuter Assistant position?
2. Describe your experience working with people who are different from yourself, perhaps as a student leader or with a peer group. How might your experiences translate to the Commuter Assistant position?
3. What do you hope to gain if selected as a 2018-2019 Commuter Assistant?
4. What are your other time commitments during the next academic year both on and off-campus?
5. Please indicate if and what you are currently in the application process for additional employment and/or leadership positions during the 2018-2019 academic year (i.e. Resident Assistant, Orientation Leader, Teaching Assistant, Internship, etc.)

Attend a Mandatory Information Session:

In addition to completing the application, candidates are required to attend one of the following thirty-minute information sessions. If you are unable to attend an information session, please contact Nicole Chiuchiolo at commuter_services@stonybrook.edu to schedule an appointment.

- | | |
|---|--|
| 1. Wednesday, February 14th: 1:00pm SAC 312 | 12. Tuesday, February 27th: 5:30pm SAC 312 |
| 2. Wednesday, February 14th: 1:30pm SAC 312 | 13. Wednesday, February 28th: 1:00pm SAC 312 |
| 3. Monday, February 19th: 12:00pm SAC 312 | 14. Wednesday, February 28th: 1:30pm SAC 312 |
| 4. Tuesday, February 20th: 2:30pm SAC 312 | 15. Wednesday, February 28th: 2:30pm SAC 312 |
| 5. Wednesday, February 21st: 2:30pm SAC 312 | 16. Wednesday, February 28th: 5:30pm SAC 312 |
| 6. Wednesday, February 21st: 4:00pm SAC 312 | 17. Thursday, March 1st: 11:30am SAC 312 |
| 7. Thursday, February 22nd: 1:00pm SAC 312 | 18. Thursday, March 1st: 4:30pm SAC 223 |
| 8. Thursday, February 22nd: 5:30pm SAC 312 | |
| 9. Monday, February 26th: 1:00pm SAC 312 | |
| 10. Monday, February 26th: 5:00pm SAC 312 | |
| 11. Tuesday, February 27th: 4:00pm SAC 312 | |

Interview Dates and Times:

In the event that you are offered an interview, please indicate below all times at which you would be able to attend an interview.

- | | |
|---|---|
| Mon. March 19th: _____ 1:00 PM - 2:00 PM | _____ Wed. March 28th 1:15 PM - 2:15 PM |
| Mon. March 19th: _____ 4:00 PM - 5:00 PM | _____ Wed. March 28th 2:30 AM - 3:30 PM |
| Wed. March 21st: _____ 1:00 PM - 2:00 PM | _____ Thurs. March 29th 3:00 PM - 4:00 PM |
| Wed. March 21st _____ 4:00 PM - 5:00 PM | _____ Thurs. March 29th 4:00 PM - 5:00 PM |
| Tues. March 27th: _____ 1:00 PM - 2:00 PM | _____ Fri. March 30th 1:00 PM - 2:00 PM |
| Tues. March 27th: _____ 4:00 PM - 5:00 PM | _____ Fri March 30th 2:00 PM - 3:00 PM |

**Please note it is strongly encouraged that you attend our
Prospective Commuter Assistant Mixer
Wednesday, February 21st: 1:00 PM, SAC 303**



Stony Brook University

Commuter Assistant Program

2018-2019 Application (Part II)

Part II of the Commuter Assistant Program 2016-2017 application requires you to submit **two** additional documents to the Office of Commuter Student Services and Off-Campus Living.

Document 1: Résumé: Please provide a printed résumé that outlines your campus and community involvement. It is strongly encouraged that you have your résumé reviewed by the Stony Brook University Career Center prior to submitting it. It is understood that some applicants have not created a résumé prior to this application. However, it is asked that you do your best to put together a clear and organized document that outlines your campus and community involvement.

Document 2: Reference: Please ask a Stony Brook University faculty or professional staff member who is familiar with your leadership skills, your interpersonal skills, and your campus knowledge to complete the Commuter Assistant Program 2018-2019 Application Reference Form on the following page. Please note that references from undergraduate students, including those employed on-campus (i.e. Resident Assistant, Commuter Assistant, Orientation Leader, Teaching Assistant, etc.) will not be accepted.

*Please note that your application is not considered complete until the Office of Commuter Student Services and Off-Campus Living has received both Part I & Part II of your application and you have attended a mandatory information session by **Friday, March 2, 2018 at 5:00 PM**.*

If you have any questions about your application or the Commuter Assistant Program, please do not hesitate to contact the Office of Commuter Student Services and Off-Campus Living.

Office Phone: 631.632.7353

Email Address: commuter_services@stonybrook.edu



Commuter Assistant Program

2018-2019 Application (Reference Form)

Please ask a Stony Brook University faculty or professional staff member who is familiar with your leadership skills, your interpersonal skills, and your campus knowledge to complete this Commuter Assistant Program 2018-2019 Application Reference Form. You also have the option to have your reference submit the reference form electronically by sending them the link to this google form: <https://tinyurl.com/CArecommendation1819>

Commuter Assistant Applicant's Name: _____

Dear Member of the Stony Brook University Community,

You have been identified as a reference for the above-listed student at Stony Brook University who is applying to be a Commuter Assistant for the 2018-2019 academic year. You are kindly asked to rate the above-listed applicant in the areas of leadership skills, interpersonal skills, and campus knowledge based on a five-point scale, with one (1) being poor and five (5) being excellent. Please provide comments for each of the three areas as you deem necessary and appropriate. Please place the completed reference form in a both sealed and signed envelope, and return it to the above-listed applicant to be submitted to the Office of Commuter Student Services and Off-Campus Living (Student Activities Center, Room 225).

Thank you for taking the time to support student leaders at Stony Brook University.

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 and Off-Campus Living thanks you for assisting in our recruitment and selection process. If you have any questions, please do not hesitate to contact us.