

**Academic Coordinator Application**  
**2009-2010**

**Wartburg College**  
**Office of Residential Life**

**Personal Information**

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Campus Box Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Campus Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

**Education Information**

Current Class Status: \_\_\_\_ First-year \_\_\_\_ Sophomore \_\_\_\_ Junior \_\_\_\_ Senior

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

If you are an Education Major will you be student teaching next year? \_\_\_\_ Yes \_\_\_\_ No

Last Semester GPA: \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_

Please check the computer skills/programs in which you are proficient:

\_\_\_\_ Microsoft Word \_\_\_\_ Microsoft Excel \_\_\_\_ Microsoft Access Other: \_\_\_\_\_

**Disciplinary Information**

Have you ever been found responsible for violating a College Student Conduct Policy?

\_\_\_\_ No \_\_\_\_ Yes If yes, please explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Student Involvement**

Do you intend to be away from campus for an extended period of time the next academic year?  
(i.e., Wartburg West, Internship, Study Abroad, etc.)

\_\_\_\_ No \_\_\_\_ Yes If yes, Term and Length: \_\_\_\_\_

What extracurricular activities do you plan to be involved with next year?

\_\_\_\_\_

Do you plan on being employed elsewhere for the next academic year? \_\_\_\_ No \_\_\_\_ Yes

If yes, Where? \_\_\_\_\_ Hours per week? \_\_\_\_\_

## **Resume**

Please incorporate the following information into a resume that will accompany this application:

- Education
- Work Experience. Include paid, volunteer, etc.  
( Title, Organization, Duties, and inclusive dates)
- Honors or awards (community, high school, college, etc.)
- Extracurricular activities (community, high school, college, etc.)
- Please list references on resume. Include name, title, and phone number. If you have worked on campus, list supervisor. Your references must contain at least one faculty member.

## **Disclaimer**

I understand that my signature below:

1. certifies that the information which I am providing on this application and resume is, to the best of my knowledge, accurate and complete;

2. indicates that I voluntarily give the Office of Residential Life permission to verify the information I have provided;

3. certifies that I fully understand the position description of the academic coordinator position and all expectations of the job. I also understand the expectations of the selection process.

Signature of Candidate: \_\_\_\_\_ Date: \_\_\_\_\_