



Summer at Case Job Application  
Office Assistant  
Program Assistant

412 Guilford House  
<http://precollege.case.edu>

Equinox (216) 368 6735 Spectrum (216) 368 1686



NORTHWESTERN  
UNIVERSITY

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**APPLICATION DEADLINE: May 15, 2007**

**EMPLOYMENT DATES:** Part-time flexible hours prior to the program and 1 week after program; full-time hours (7:00 am – 4:00 pm) during program.

Staff Orientation: Thursday, June 19, 2008

Opening Day: Sunday, June 29, 2008

Program: June 29 – July 18, 2008

**History:** Case Western Reserve University's Summer at Case is a joint program with Northwestern University's Center for Talent Development (CTD), offering an accredited pre-collegiate academic program for gifted 7-12 grade students from around the world. Teaching Assistant and Residential Teaching Assistant staff are undergraduate students from universities across the country with academic strengths in the assigned subject. Summer at Case staff members are chosen for their exceptional content and communication skills.

**CTD student population:** Admitted students have scored at the 95<sup>th</sup>ile or above on nationally normed standardized tests, are carefully screened for academic and social fit, and are highly motivated for summer studies. Most students are working at least two years ahead of their grade-level. For some students the goal is purely academic enrichment, while for other participants, Summer at Case is an opportunity to complete a one-year or one-semester high school honors-level course during a three-week session.

**Spectrum (7<sup>th</sup> -9<sup>th</sup> grades) COMMUTER ONLY**

The Spectrum Program is designed to develop the academic potential of talented young adolescents by offering an opportunity to take enrichment or accelerated courses. Based on tested aptitude, Spectrum matches students with appropriate learning experiences, and emphasizes an approach to teaching that underscores strengths and encourages high achievement.

**Equinox (9<sup>th</sup> -12<sup>th</sup> grades) RESIDENTIAL/COMMUTER**

The Equinox Program affords exceptional students currently completing 9<sup>th</sup>-12<sup>th</sup> grade access to advanced high school courses that will earn one or two semesters of high school credit. In addition to course completion, Equinox aims to assist students with intellectual self-confidence, critical thinking, and the capacity for autonomous and self-directed learning

**Brief Position Descriptions:**

**Office Assistant (OA):** OA is responsible for the effective management of the program office during the summer program. OA is the initial contact for programs by responding to inquiries and requests or directing as appropriate to those who can be of assistance (Customer Service Skills: friendly and attentive). The OA must enjoy office work (phone answering, filing, data entry, copying) and have basic computer skills. Be a self-starter and self-motivated (able to take direction and work without immediate supervision). OA must have strong interpersonal and customer service skills. The OA has to be ready for a busy/fast-paced office environment and have a desire to learn and succeed. Visit <http://precollege.case.edu> for a detailed job description.

**Program Assistant (PA):** The Program Assistant provides support to the overall management and coordination of the Summer Program. The PA is solely responsible for all the books and supplies for classes prior to the class (order, track, purchase, etc.). The PA must possess moderate computer skill level: must be proficient with MS Word, an e-mail user, able to use basic operations of MS Excel, and use of other MS Office applications such as PowerPoint, desirable. The PA must have strong communication skills (ask questions for clarity) and attentive to details. Be a self-starter and self-motivated (able to take direction and work without immediate supervision). The PA has to be ready for a busy/fast-paced office environment and have a desire to learn and succeed. Visit <http://precollege.case.edu> for a detailed job description.

**TO APPLY:**

Send all application materials for Summer at Case to the following address:

Case Western Reserve University  
ATTN: Ana Rosa Badillo  
10900 Euclid Avenue – Guilford House 412  
Cleveland, OH 44106-7158

Interviews will be scheduled beginning in early February.

Applications, resumes and recommendation may be emailed to [precollege@case.edu](mailto:precollege@case.edu); copies of transcripts may be mailed to the above address or dropped off at Guilford House, Room 412.

Questions can be directed to [precollege@case.edu](mailto:precollege@case.edu) or (216) 368-6735. Visit our website for additional information: <http://precollege@case.edu>

Please read all of the attached information and submit the following items:

- Current resumé
- Completed application
- 1 Recommendation letter may be mailed or emailed separately



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Last Name, First Name Mr. Ms.		Middle Initial	Social Security Number		
			E-mail Address		
			Male____ Female____  <b>Desired Position:</b> OA_____ PA_____		
School Name	Street Address	City, State	Zip Code		
Telephone Day (School)		Telephone Evening (Home)			
Home Address	Street	City, State	Zip Code		
How did you hear about Summer at Case Programs?					
Education	School Name, Location	Dates	Major/Minor	Degree Received	
High School					
College/University					
Graduate School					
List any relevant awards or honors:					

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

<b>Previous Experience (list most recent first)</b>			
Dates	Location	Title	Duties

List Skills:

Are you a citizen of the United States of America? Yes  No

Do you currently receive a paycheck from Case? Yes  No

Since age 16, have you ever been convicted of a felony by any court? Yes  No   
If yes, please list and explain on a separate sheet. Previous convictions do not necessarily exclude an applicant from consideration for employment.

**Please provide contact information for three references.**

Name/Title	Organization/School	Phone	E-mail

Describe why you wish to work for Summer at Case Spectrum/Equinox program.

**List availability for a face-to-face interview:**