

# Application for Program Assistant Position

Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Last First

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Local Address: \_\_\_\_\_ Apt #: \_\_\_\_\_  
Street Address

City State Zip Phone: \_\_\_\_\_

Permanent Address: \_\_\_\_\_ Apt #: \_\_\_\_\_  
Street Address

City State Zip

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

Class Level: \_\_\_\_\_ Expected Graduation date: \_\_\_\_\_

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Name of Study Abroad Program: \_\_\_\_\_

Semester/Term and year of Program: \_\_\_\_\_

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Previous work experience (brief overview): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Community or University Involvement (brief overview): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**In 1 – 2 pages, answer the following questions:** Why do you want to be a Program Assistant?  
What skills and experience do you have that uniquely qualifies you for the position?

**Acknowledgement of Expectations:**

I have read and understand the expectations for learning abroad program assistants. I confirm that I meet the eligibility requirements for the position. I understand that compensation depends on the faculty director's home department, number of enrolled students and other factors. I understand that I will be required to complete mandatory pre-departure training for this position.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_