



# SEPI Training 2016 Work-study Application Form

*For Office Use Only*

Date Received: \_\_\_\_\_

**FULL NAME:** \_\_\_\_\_

**HOME ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**PHONE NUMBERS:**

**Home:** \_\_\_\_\_ **Work/Cell:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**For each work-study position, please include:**

1. Up-to-date resume or CV.
2. Maximum two page description of why you're applying for this work-study position, including financial need.
3. Cover letter discussing your qualifications for the position.

## **Marketing and Coordinator Position:**

**30 Hour Position at \$20/hr = \$600 discount/credit applied to your 2016 tuition.**

Position is from mid-February 2016 through May 2017 and is 2 hrs/week for 15 consecutive weeks, or close thereof.

## **Skills needed for position:**

1. Excellent writing skills. Please send a short writing sample with your application, i.e. 4-6 paragraphs of a previous social media posting, a published article or other writing piece related to social media or general marketing.
2. Social marketing experience. Work-study candidate must be well versed with Facebook, LinkedIn, Twitter, group marketing emails, posting blogs, and be up to date with “what’s new” in social media marketing.
3. Must be familiar with making written content changes on Word Press.
4. Must have excellent social skills and have a professional, warm, and inviting demeanor. Position will interface with individuals and companies specific to marketing the SEPI Training.
5. Must be able to use your own phone for responding to social media and general correspondence, including with SEPI staff.
6. Proficient in taking pictures and shooting video a plus (on-site at SEPI training).

Please email your application to: [SEPI@christinedonohue.com](mailto:SEPI@christinedonohue.com). Thank you for your interest!

## **SEPI Coordinator Position:**

**40 Hour Position at \$15/hr = \$600 discount on tuition.**

Position is from August 2016 through February 2017.

### **Job description:**

1. Administrative duties which possibly include photocopying, purchasing office supplies, sending group emails to participants prior to the each of the six weekend modules.
2. Come approximately 30 minutes prior to start time of each Friday, Saturday and Sunday of the six weekend modules, provide logistical support on an as needed basis during the training and during break-time, and stay approximately 30 minutes past the completion time on Sunday afternoon to do the following (approx. 3.0-4.0 hrs/module):
  - Set-up and take-down the space

- Coordinate registration on Friday evening, Saturday morning and Sunday morning, which will include signing in participants who want CEUs
- Support staff with logistics during the training
- Put out snacks during break-time and cleanup snack area at end of day.

3. Must be able to use your own phone to respond in timely manner to individuals interested in the SEPI Training as well as with SEPI staff.

4. Correspond via individual and group emails to SEPI participants and to prospective participants.

5. Proficient in taking pictures and shooting video a plus (on-site at SEPI training).

**Skills needed for position:**

1. Excellent communication, problem solving, computer and organizational skills.

2. Must be able to multi-task and you actually enjoy multi-tasking.

3. Must be able to lift 25 lbs. without injury.

3. Must have excellent time-management skills and can prioritize tasks/be efficient while under pressure.

Please email your application to: [SEPI@christinedonohue.com](mailto:SEPI@christinedonohue.com). Thank you for your interest!