

2. **Community Service/Leadership Experience:** List any positions or activities which you have been involved. (e.g. high school clubs, student organizations, service programs, etc.)

Organization	Position	Dates
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. **References:** In order for your application to be complete, you must provide two (2) references. Both references must complete the attached form, and return it to the address noted on the reference form. If your reference returns this form to you, then you must make sure it is returned to the Mendelsohn Quad Office (between O'Neill & Irving College) or Campus Residences. Please list the name, title and phone number of the individuals to whom you gave your reference forms:

Name	Title	Phone
1	_____	_____
2	_____	_____

EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EDUCATOR AND EMPLOYER

Stony Brook University does not discriminate on the basis of race, religion, gender, sexual orientation, age, disability, marital status or status as a disabled or Vietnam-era veteran, in its educational programs or employment.

If you have any further questions please email Nikki Vittore @ nvittore@notes.cc.sunysb.edu

**Division of Campus Residences
Departmental of Residential Programs**



Office Assistant Reference Form

Applicant: Please complete the top section of this form before submitting to your respondent.

Applicant's Name: _____

Respondent Name: _____

Respondent Title: _____

In accordance with the provision of the Family Educational Rights Privacy Act of 1974, P.L. 93-380 (as amended), with specific references to Section 438 (a)(1)(B) and Subtitle A, sections 99.7, 99.11, and 99.12.

I () DO Waive my right of access and review of this letter of reference. I understand the reference is confidential.

I () DO NOT Waive my rights of access and review of this letter of reference. I understand the reference is not confidential.

Signature of Applicant _____ Date _____

The Office Assistant is responsible for assisting the Hall Director with facility and office maintenance of the residence halls or quad offices. They are given a myriad of responsibilities ranging from answering the phones, filing, displaying quality customer service and inventory. The position as an Office Assistant is a highly respectable one and will be very beneficial to students learning how to be a team player and contribute to an environment where they are considered civic responsible beings.

Please respond in essay format and comment on the applicant's skills in the following areas: communication, maturity, customer service, motivation, and administrative competency, which will demonstrate to the committee how well you know the above applicant.

Please return this completed form and return it to the applicant in a sealed envelope

Division of Campus Residences, Student Staff Selection Committee,
Stony Brook, NY, 11794- 4444.

**Division of Campus Residences
Departmental of Residential Programs**



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