



Please complete the following information to aid in the selection of Summer Conference Assistants for a summer 2017 position.

Academic Information	
Year at Iona: (Circle One) 1 2 3 4	Major(s)/ Minor(s):
Will you be taking a Summer Course? (Circle One) YES NO	GPA:
Which Session? (Circle One) 1 2 3	Have you ever lived on Campus? YES NO (Circle One)
	If YES, which residence hall?

References

Please list two professional references.

Full Name: _____ **Relationship:** _____

Company: _____ **Phone:** _____

Address: _____

Full Name: _____ **Relationship:** _____

Company: _____ **Phone:** _____

Address: _____

Short Answer

1. Please list any and all internships, classes, athletic commitments or other work-related obligations you will have during the summer months.

2. Why are you interested in the summer conference assistant position?

3. What qualities do you have that make you a good candidate for this position?

4. How do you define customer service?

5. The Office of Conference Services is looking to hire professional and highly motivated individuals. How will you help maintain an office atmosphere that distinguishes between social and professional?

6. Summarize any leadership/ customer service experience you feel is applicable to the summer conference assistant position.

7. Do you know someone living in the residence halls that you would like to live with this summer?