

**Students Organized for Service (SOS)**  
**The Center for Community Engagement and Service-**  
**Learning**  
**Hobart & William Smith Colleges**

**Please print or type the following information:**

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

Campus Wide Identification Number (CWID): \_\_\_\_\_

Class Year: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_ P.O. Box: \_\_\_\_\_

Campus room: \_\_\_\_\_ **Federal Work Study?** Yes \_\_\_  
No \_\_\_

**Position applying for** (you may check more than one):

- \_\_\_\_\_ Community Organization Specialist
- \_\_\_\_\_ General Office Task Worker
- \_\_\_\_\_ Program Coordinator
- \_\_\_\_\_ Public Relations/Publicity Specialist

**Please list the times each day you are available to work in the office**  
(We will schedule workers to get maximum office coverage during the week.  
Your average weekly time commitment will be approximately 4-6 hours per  
week):

**Monday:** \_\_\_\_\_  
**Tuesday:** \_\_\_\_\_  
**Wednesday:** \_\_\_\_\_  
**Thursday:** \_\_\_\_\_  
**Friday:** \_\_\_\_\_

List community/volunteer service activities in high school and/or HWS and  
leadership positions held:

Please list any other activities you are involved with at HWS and their time  
commitments.

What do you hope to gain from the experience of being in SOS and what strengths, interests, talents, etc. will you bring to the program?

Why do you want to be a part of The Center for Community Engagement and Service-Learning?

Please list any previous office work you have completed or other special qualifications:

If you have not previously worked in the office, please list the names and contact information for two references.

**Mini-job descriptions:**

All positions will assist in general office functions (phone, typing, filing, copying, etc.) and any work that comes up on a day to day basis. In addition, each position will have specific areas of responsibility.

**Community Organization Specialists:** Will assist students in finding information about various agencies and organizations. Maintain contact with organizations. Essentially will be the “office expert” on who is who and what’s what with area agencies.

**General Office Task Worker:** Will work to organize and keep the office running smoothly while answering phones, taking messages, making copies, etc along with supporting the professional staff and other specialists.

**Program Coordinators:** Will coordinate or act as the liaison to various programs associated with the office like Geneva Heroes, blood drives, Habitat for Humanity, Holiday Project, clothing drives, Alternative Spring Break, etc. Coordinators will also be expected to organize non-work study staff to assist in these projects.

**Public Relations/Publicity Specialist:** Will assist with press releases, office publications, web-site update and set up a weekly public service show on WEOS.