**Application Procedure 2013**

**Graduate Student Assistant for the ELI**

To apply for a position as a Graduate Student Assistant at the English Language Institute (ELI) for the academic year 2013-2014, please follow these instructions:

1. Contact Ms. Rebekah Trinh, the Director of the UAB English Language Institute (rtrinh@uab.edu, 205-996-9993), and inquire about the deadline for submitting this application.
2. Complete the application form (page 2). Make sure that your application is neat and legible.
3. Obtain a copy of your transcripts (unofficial is OK for now) from each college/university that you have attended.
4. Submit the following items to Rebekah Trinh via email at rtrinh@uab.edu.
	* Application form
	* Copies of your transcripts
	* Your current resume, including contact information for 2 references (former supervisors or professors)
	* An essay (see below)
5. Follow these guidelines when writing your essay.

**Format**

* Name and date clearly written on top right of each page.
* About 750 words

**Content** *Please demonstrate the following:*

* Your interest in seeking employment as a graduate student assistant at the ELI
* How multicultural experiences you have had might help you at this job

**Application Form 2013**

**Graduate Student Assistant for the ELI**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Preferred Name/Nickname:\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Home Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Home Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Home Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ AL\_\_\_\_\_\_\_\_\_**

street city zip

**Undergraduate Degree: Major:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Minor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

College/Univ:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Graduation Date:\_\_\_\_\_\_

**Other Studies and/or Degrees: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Native Language: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Other Languages: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Briefly describe where and how you learned these languages:

**Cultural Experiences:** Briefly describe your responsibilities living in other countries and/or interacting with people from other cultures:

**Work Experiences:** Briefly describe your responsibilities in the positions listed on your resume; these positions can be either as an employee and/or as a volunteer.