

**AWV Outdoor Education Center Facilitation Specialist
Summer 2019 Student Staff Application**

The application must be completed online here: [OEC Facilitation Specialist 2019 Application](#)

This PDF is provided only for informational and planning purposes. Neither hard copy nor email applications are accepted. We recommend typing responses in word-processing software and then copying and pasting into the online application.

Applications are due via online submission no later than 4pm on Wednesday, January 30th.

The application will ask you the following basic information:

- Name
- Birthdate and when you will be 21 years old
- WVU ID#
- @mix email address
- Cell phone number
- Academic major and minor (if applicable)
- Expected date for graduation
- Class standing (i.e. freshmen, sophomore, junior, senior, graduate student) and whether you were a transfer student
- Current GPA. The question reads: *Adventure WV has a preferred GPA of 3.0 for student staff. If you have a GPA lower than 3.0 please offer an explanation for how you may be planning to improve your GPA in the future.*

The application will then ask you about your availability:

- Potential Spring Conflicts. The question reads: *Trainees are required to take RPTR 293: Experiential Leadership and Facilitation, a 1-credit course which runs March 18-April 26 (the last 6 weeks of the semester). You must be able to add this course to your Spring 2019 schedule. This course has a TBD meeting time based on trainee schedules. The course has a required weekend: April 13-14. The weekend is required and you are not eligible to work if you do not attend. Please answer yes or no below. You must explain any potential conflicts.*
- Potential Summer Conflicts. The question reads: *Please answer Yes or No below. Please explain any potential conflicts. You must attend three May trainings: May 15-17, May 20-25, and May 28. You are generally expected to be available May 29 - Thanksgiving Break 2019. We take vacations requests but do NOT guarantee requests.*
- Spring 2019 ACADEMIC schedule. The question reads: *The day/time for RPTR 293: ELF will be determined based on enrolled students' academic schedules. Please list the courses you are enrolled in for Spring 2019, along with their meeting days/times/locations. Please do NOT list extracurricular or work commitments--we cannot plan around these. You may also email a screenshot of your schedule to Mercedes.Minana@mail.wvu.edu*

The application will then ask you to list your Work Experience. The question reads: List up to two work experiences, starting with the most recent. Include: Job Title/Organization, Dates of Employment, and a brief description of duties. If you would like to submit a resume, please email as an attachment (word or pdf) to Mercedes.Minana@mail.wvu.edu as you will NOT be able to upload a resume to this application. If you do not have work experiences to list, put "N/A" in the response area.

Next, the application will ask about Other Relevant Experience. The question reads: List and briefly describe up to three relevant experiences. Tell us what the experience was, the dates/length, and your role. You may list "N/A" in the

response area if you do not have other relevant experience. Examples may be challenge course experience, leadership roles, camp, etc.

You will then be asked to provide two references. The question reads: Please list at least two people who we may contact as a personal reference (these people should not be relatives). If you participated on any Adventure WV trip(s) or classes, please tell us the trip/class/year and include a trip leader/instructor as one of your references.

Finally you will be asked a series of Short Answer Questions. All questions are required and selection for interviews and for employment bear heavily on the quality of responses. The questions are as follows:

1. How did you learn about the OEC Facilitation Specialist position? Why are you interested in being an OEC Facilitation Specialist?
2. What do you think would be your greatest assets as a staff member?
3. What do you think would be most challenging about working with the NSO Basecamp program?
4. Describe a situation in which you faced a difficult decision. What was the decision you had to make, how did you make it, and how do you feel about your process of making that decision?
5. Please list and describe relevant certifications/awards you have received (WFA, WFR, CPR, Challenge Course, Canopy Tour, lifeguard, honors, academic awards, scholarships, etc.) For certifications, please also list expiration dates.

Finally, if you have a resume you will be prompted to email it as an attachment to Mercedes.Minana@mail.wvu.edu.

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