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# Egan Office of Urban Education and Community Partnerships

# Public schools inTERNSHIPS (Psi)

# Site Coordinator Application

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| Applicant Information | | | | | | | | | |
| Last Name |  | | First  Name | |  | | | | M.I. |
| Street Address |  | | | | | | Apartment/  Unit # | |  |
| City |  | | State | |  | | ZIP |  | |
| Phone (primary) |  | | E-mail Address  *Email will be the primary form of communication* | | | | | | |
| DePaul ID Number: |  | | Would you be willing to submit to a background check? YES  NO | | | | | | |
|  | | | | | | | | | |
| Education | | | | | | | | | |
| Standing at DePaul: | *Freshman Sophomore Junior Senior N/A* | | | College/Major/Program: | | | | | |
| Expected Graduation Date: | | Graduate Student? :  Yes or No | | | | GPA: | | | |
| Are you eligible for financial aid?\* YES  NO  UNSURE | | | | | | | | | |
| **\*PLEASE NOTE: Graduate students must be eligible to receive scholarship award through the Financial Aid Office. Please follow up with Financial Aid in DePaul Central at 312-362-8091 for more information.** | | | | | | | | | |
| |  |  |  |  | | --- | --- | --- | --- | | REFerences | | | | | Full Name: |  | Relationship: |  | | Phone: ( ) | | |  | | | | | Full Name: |  | Relationship: |  | | Phone: ( ) | | | | | | | | | | | |

**Short Answer Questions**  **(*Please be detailed in your responses.)***

Describe your background experience with community service or service learning. If you have experience in Chicago, please specify.

Do you have any prior tutoring or experience working with children or young adults? Please explain.

Please describe any supervisory roles and experiences you have had.

Based on these and other experiences, what qualities does a great supervisor have?

Please describe any experiences you have had facilitating group meetings and activities; leading a team; or doing group workshops and/or presentations.

Based on your experiences, what makes a group of individuals work well together as a team?

Why do you want to join PSI at DePaul? How will PSI contribute to your learning and development as a graduate student at DePaul University and to your future professional goals?

How did you hear about Public Schools Internships (PSI)?

What is your level of familiarity/experience with the CTA public transportation system in Chicago? Are you comfortable using it to navigate the entire city?

Have you ever or are you currently participating in a Steans Center program? If so, please list the program(s):

**Availability & Transportation**

In a typical week, PSI site coordinators are expected to work up to 25 hours. Ideally, these hours would be spread out across the week (Monday through Friday). The specific hours will vary for each school.

**In the schedule below, please indicate the times you are available to work each day.**

**IMPORTANT: This position requires traveling off DePaul’s campus. When filling in your availability please consider that extra travel time must be allotted.**

|  |  |  |
| --- | --- | --- |
| **Day of Week** | **Start Time** | **End Time** |
| Monday |  |  |
| Tuesday |  |  |
| Wednesday |  |  |
| Thursday |  |  |
| Friday |  |  |
|  |  |  |

**I understand that it will be my responsibility to provide my own transportation to and from the work site, whether or not this involves use of my own personal vehicle or public transportation.**

|  |  |
| --- | --- |
| YES | NO |

**DISCLAIMER AND SIGNATURE:**

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

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| --- |
| Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |