

ASSP Application Process: Frequently Asked Questions

Connect. Learn. Lead. Get involved on campus by joining a leadership team. You'll develop essential professional skills, be in the middle of the action on campus, build deep relationships, and give back to your community. Want to find out how?

- 1. How can I learn more about student leadership at SPU?**
 - a. Come to Leadership Fair taking place 11 a.m.–1 p.m., February 22 in Martin Square. You'll learn all about various positions on campus, what careers they can help prepare you for, and specifics on hiring/election timelines.
 - b. Visit the ASSP website for applications and job descriptions as election season draws closer.
- 2. I've never done leadership before. Can I still apply for a position?**
 - a. Yes! There are positions for all levels of experience in leadership. If you're not sure whether you have the skills required for the position(s) you're interested in, contact the current student leader or their advisor. Contact information is listed [online](#) for all ASSP-affiliated student leadership groups.
- 3. Why are there different application dates for different positions?**
 - a. Some student leadership positions are responsible for hiring other positions and thus are hired first. Others require more extensive training, or have earlier start dates.
- 4. Where do I turn in my application?**
 - a. Instructions differ for different positions. Be sure to read all instructions thoroughly before submitting your application. If you have any questions, email the contact listed for the position you are applying for.
- 5. What needs to be turned in with my application?**
 - a. Every application is unique to the position. Please review the application carefully before submitting to ensure you have included all necessary materials. Your application will not be considered if submitted incomplete.
 - b. Most applications include basic contact information, additional questions specific to the role you are applying for, and require a cover letter and résumé.
- 6. What does a cover letter need to include?**
 - a. Cover letters should be addressed to the person who oversees the position. For a complete list of current student leadership, see this [online spreadsheet](#).
 - b. For additional cover letter assistance, stop by the [Center for Career and Calling](#) in 2nd SUB.
- 7. How does the reference form work?**
 - a. Applications contain a link to an online form to email directly to your references. The references are completely confidential and will only be seen by individuals overseeing the hiring process.
 - b. You are responsible for contacting your references and providing information on the position(s) you are applying for.
- 8. Who does the hiring?**
 - a. For most ASSP-affiliated positions, the student currently in the position or the student who oversees the position and their advisor oversee the hiring process for that position.
- 9. When will I be contacted about my application?**
 - a. After the final submission deadline, you will receive an email regarding your application. If selected for an interview, further instructions will be included.
- 10. What is the interview process like?**
 - a. Interviews differ by position. They vary in length from 15-45 minutes, and some positions may include a group interview component.
 - b. Arrive a few minutes early for your interview with any materials you may have been asked to bring. Business attire is strongly recommended.