Center for Career and Calling	Graphic Designer/PCA Application

Seattle Pacific University · 2nd Floor, Student Union Building · 206.281.2485 · spucareercenter@spu.edu · www.spu.edu/ccc

Name SID#

Email Cell #

Major Grad. Year Cum. GPA

1. **Attach a pdf with 3-5 samples of your past art or design work.**

2. **Attach a copy of your résumé and a cover letter that addresses the following questions:**
   - Why are you interested in working in the Center for Career and Calling?
   - What abilities/strengths do you possess which would help you to be successful in this position?
   - What are your goals for personal and professional growth? How will employment in the Center for Career and Calling further these goals?

3. **Please answer the following questions:**
   - How did you hear about the opening for the Designer/ PCA position in the Center for Career and Calling?
   - Approximately how many hours are you available to work per week? _____
   - List the extra-curricular activities and employment you plan to be involved in for the 2014-2015 academic year. Do you plan on studying abroad? If possible, please include an approximate time commitment (hours per week, quarter abroad, etc.)

4. Indicate your level of experience/skill in the following areas by circling the appropriate number:

1 = no experience/skill
2 = some experience/skill
3 = average experience/skill
4 = high level of experience/skill

Adobe InDesign	1	2	3	4
Adobe Illustrator	1	2	3	4
Adobe Photoshop	1	2	3	4
Microsoft Excel	1	2	3	4
Microsoft Word	1	2	3	4
Microsoft Excel	1	2	3	4
Microsoft Outlook	1	2	3	4
Microsoft PowerPoint	1	2	3	4

5. List two people who can serve as a reference, including one SPU faculty or staff member:

Name_____Phone_____

Title_____Email _____

Name_____Phone_____

Title _____Email_____

I understand that if accepted to be a Peer Career Advisor for 2015-2016, I will be required to participate in ALL PCA training to be held the week prior to the start of fall classes. ____ Yes ____ No

By signing below, I hereby give permission for the SPU Center for Career and Calling to verify my stated GPA and review my judicial standing in support of my application for the Peer Career Advisor position. I certify that the information given in this application is correct.

Signature_____Date _____

Please return this application form along with your résumé and cover letter to the Center for Career and Calling on the 2nd floor of the SUB or email your documents to Micah Lund at micahlund@spu.edu

DEADLINE TO APPLY: 5:00 PM Tuesday, April 7, 201