

## Application for Peer SPEAKING Consultant Position Colgate Writing & Speaking Center

Hardcopies of the following materials should be submitted by 5:00pm on **Wednesday, March 25**. Please print all documents single-sided and do not staple any pages together. Enclose your materials in a manila envelope or attach them together with an easily removable clip. Deliver to the **mailbox** of **Professor J. Lutman** in **213 Lathrop Hall**. If you choose to submit the optional speech recording, please contact Professor Lutman by email to arrange for an electronic file transfer.

**Incomplete or late applications will not be considered.** If you are studying abroad or have any questions, contact Professor Lutman at (315) 228-7376 or [jlutman@colgate.edu](mailto:jlutman@colgate.edu).

**ALL APPLICANTS** for a speaking consultant position must submit:

- This completed application **cover sheet**, including the name of **one reference** at Colgate who can speak to your communication skills and professionalism. A letter is not required; your reference will receive an online form that should take no more than 10 minutes to complete.
- A **résumé** or a neatly formatted list of your jobs, awards, honors, and extracurricular activities, especially any you are currently involved in on campus. Please note that current peer consultants may view this document; if you do not wish to disclose your GPA or other information, do not include it. Your résumé does not need to be certified by Career Services.
- A **statement of interest**. This is the most important document in your application. It should be a written statement of no more than 1,000 words (printed single-sided) explaining why you want to become a speaking consultant at Colgate and describing the qualifications and experience you would bring to the position.
- **OPTIONAL: a recorded speech or presentation.** You are invited, not required, to submit an audiovisual file of yourself delivering an oral presentation.

**Application for Peer SPEAKING Consultant Position  
Colgate Writing & Speaking Center**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Student ID#

\_\_\_\_\_  
E-mail

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Expected year of graduation

\_\_\_\_\_  
Date of birth

\_\_\_\_\_  
Colgate Mailbox #

\_\_\_\_\_  
Major(s) / Minor(s) (if declared)

Please note that you must be able to work at least 3 hours per week, including occasional evening shifts. Do not apply if you will be unavailable for any shifts after 6:00pm. Please indicate approximately how many hours per week you will want to work (average is 5 hrs/wk):

Have you visited the Writing and Speaking Center as a client? If so, describe your experience here.

Provide the name of a Colgate faculty or staff member as a reference. A letter is not required; your reference will receive an online form that takes approximately 10 minutes to complete.

Reference's name:

Position/relationship to you:

\_\_\_\_\_  
\_\_\_\_\_  
**Please submit this cover sheet with the rest of your required materials.**