

# Study Abroad Program Assistantship Application

**Students must be undergraduates and enrolled in a degree or certificate program at CSU.  
Check with the program director to see if this applies to your study abroad program.**

In exchange for a stipend, program assistants serve as liaisons between student participants and the program director and/or site director. Normally they report to the site director, who assigns duties and supervises their performance.

Duties include assisting the site director, serving as on-campus contact, helping to arrange and manage fieldtrips, identifying students in need of medical attention or counseling, and intervening when students are disruptive or in violation of rules of behavior. In addition, the PA works with staff at group events, such as orientations; travel to and from the host country, group excursions, and any other activities as needed. The site director may assign a variety of other duties to PAs as the need arises as long as these duties are reasonable and do not interfere with the PA's studies or program participation.

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**NAME:** Last: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

**Current mailing address:**

**STREET:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**Student ID:** \_\_\_\_\_ **Major:** \_\_\_\_\_

Phone number where you can be reached: (\_\_\_\_) \_\_\_\_\_ Alternate:(\_\_\_\_) \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Alternate e-mail \_\_\_\_\_

What degree or certificate program are you presently enrolled in? \_\_\_\_\_

Class Standing:  Freshman  Sophomore  Junior  Senior  Graduate Student  Post-Bac

Cumulative GPA: \_\_\_\_\_ Most Recent Semester GPA: \_\_\_\_\_

Have you ever traveled outside the United States?  No  Yes If so, when, where, how long and why?

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Country and City in which you plan to study: \_\_\_\_\_

Name of Study Abroad Program & Sponsoring University or Organization:

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Departure date: \_\_\_\_\_ Return date: \_\_\_\_\_

Cost of Program: \$ \_\_\_\_\_ Fee Deadlines \_\_\_\_\_

Please list study abroad scholarships and/or grants for which you applied: \_\_\_\_\_

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Do you receive the HOPE Scholarship?  Yes  No

Do you receive student financial aid other than the HOPE Scholarship?  Yes  No

List any experience you have had in supervising students or in any leadership capacity \_\_\_\_\_

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List the qualities you possess that would make you an effective and successful on-site assistant in residence life \_\_\_\_\_

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Have you worked for Columbus State University before?  Yes  No If yes, list department, position and dates of employment \_\_\_\_\_

List office skills: Equipment operated and computer software used \_\_\_\_\_

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Typing – WPM \_\_\_\_\_

**EMPLOYMENT RECORD**

**Present or most recent employment**

**Employer** \_\_\_\_\_ **Address** \_\_\_\_\_  
**Position** \_\_\_\_\_ **State** \_\_\_\_\_ **Date** \_\_\_\_\_ **End Date** \_\_\_\_\_  
Describe position \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

**Prior employment**

**Employer** \_\_\_\_\_ **Address** \_\_\_\_\_  
**Position** \_\_\_\_\_ **Start Date** \_\_\_\_\_ **End Date** \_\_\_\_\_  
Describe position \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

**Employer** \_\_\_\_\_ **Address** \_\_\_\_\_  
**Position** \_\_\_\_\_ **Start Date** \_\_\_\_\_ **End Date** \_\_\_\_\_  
Describe position \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**CIE Approval** \_\_\_\_\_ **Date** \_\_\_\_\_

**MAIL/DELIVER TO:**

**Center for International Education, Columbus State University,  
4225 University Avenue, Columbus, GA 31907-5645**