



SEMESTER AT SEA®

## **The Institute for Shipboard Education Administrative Services Work-Study Grant Instructions and Application**

This application is for students interested in a work-study position in the administrative office aboard the MV Explorer. Students receiving this grant will be expected to work 2 hours every day while at sea. There will be no work expectations while in port. Students will also be expected to arrive several days before embarkation to assist the faculty and staff with pre-voyage preparation and student check-in. Work-study students hold an esteemed position within the shipboard community since they will have a special relationship with the faculty and staff onboard. With this award comes increased presence and responsibilities. As a result, recipients are expected to hold themselves to the highest standards when it comes to work performance and personal demeanor. Duties specific to the administrative services work-study position include:

- Deliver messages, notes, memos to faculty, staff, and students
- Assist passengers with needs when Administrative Assistant is occupied with class preparation work
- Copy work on both the photocopier and Gestetner machine
- Minimal typing as needed to assist the Administrative Assistant
- Additional work responsibilities as assigned

Students are expected to perform work duties as assigned by the Administrative Assistant, or Assistant Executive Dean. Any student failing to perform duties as assigned may be removed from the position and required to reimburse ISE for hours not worked. Students may only apply for one work-study position.

To be considered for one of the work-study positions please submit the following:

- Application (attached)
- Résumé
- 300-500 Word essay on the following topic:
  - Describe what work ethic means to you and cite one example of how you've demonstrated your work ethic in your past experiences.

**Applications must arrive in the ISE office by the due date listed for your voyage on the Semester at Sea web site.  
Faxed applications will not be accepted.**

Applications should be mailed to: PO Box 400885, Charlottesville, VA 22904  
For Courier or Overnight Delivery: 2410 Old Ivy Road, Charlottesville, VA 22903

Phone: 800/854-0195

Email: [info@semesteratsea.org](mailto:info@semesteratsea.org)



SEMESTER AT SEA®

## The Institute for Shipboard Education Administrative Services Work-Study Application

Name \_\_\_\_\_

Voyage: Spring 20\_\_\_\_\_

Summer 20\_\_\_\_\_

Fall 20\_\_\_\_\_

### Section 1

#### Home School Information

Home School \_\_\_\_\_

Current cumulative GPA \_\_\_\_\_

Please list any academic awards or honors:

\_\_\_\_\_  
\_\_\_\_\_

### Section 2

#### Work Experience

Please submit a résumé along with your application. What specifically in your work history will prepare you for working in the administrative office aboard the MV Explorer?

\_\_\_\_\_  
\_\_\_\_\_

### Section 3

#### Essay

Submit a 300-500 word essay along with this application answering the following question:

- Describe what work ethic means to you and cite one example of how you've demonstrated your work ethic in your past experiences.

By signing below I hereby certify that all statements in this application and related materials are true. I authorize the Office of Financial Aid of the Institute for Shipboard Education to release my aid information to government agencies for reporting purposes.

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

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