



## SEMESTER AT SEA®

### **The Institute for Shipboard Education Administrative Services Student Assistant Grant Instructions and Application**

**\*Note: Student Assistants traditionally board the ship one day prior to ship embarkation. Applicants should wait to make flight arrangements until after the award date.**

This application is for students interested in a student assistant position in the administrative office aboard the *MV World Odyssey*. 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 one day before embarkation to assist the faculty and staff with pre-voyage preparation and student check-in. Student Assistants 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
- 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 student assistant position.

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

- Application (attached)
- Résumé
- Cover Letter

**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 e-mailed to [scholarships@isevoyages.org](mailto:scholarships@isevoyages.org). Note: All application components should be condensed into *one* PDF file.

**Applications with more than one attachment will not be accepted.**

Phone: 800/854-0195 Email: [financialaid@isevoyages.org](mailto:financialaid@isevoyages.org)



## SEMESTER AT SEA®

### The Institute for Shipboard Education Administrative Services Student Assistant Application

Name: \_\_\_\_\_ SAS ID: \_\_\_\_\_

Email address: \_\_\_\_\_

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

#### Section 1

##### Home School Information

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

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

Please list any academic awards or honors:

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#### Section 2

##### Work Experience

Please submit a résumé and cover letter along with your application. Address what specifically in your work history will prepare you for working in the administrative office aboard the *MV World Odyssey*.

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: \_\_\_\_\_