



## SEMESTER AT SEA®

### **The Institute for Shipboard Education Communications Team 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 on the Communications Team 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.

Students are expected to perform work duties as assigned by the Social Media Specialist, Multimedia Journalist 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 eligible for this position, students must have

- Have photo editing/videography experience using the Adobe Suite and Final Cut Pro
- Have experience in the Communications Field
- Major in Journalism, Communications or English
- Submit a 1-2 minute sample of work

Duties specific to the Communications Student Assistant position include:

- Assisting in loading footage, editing, creating titles, creating graphics, and loading content to web
- Assist with digital image editing and production
- Assist with documentation during shipboard events
- Assisting in researching, writing, editing, proofreading, and producing/posting SAS promotional content for print and web
- Helping prepare press releases and public awareness materials
- Attending a daily meeting at sea; additional duties as assigned

To be considered please submit the following:

- Application (attached)
- Résumé
- Cover Letter
- Letter of Reference pursuant to this position
- Sample of work posted to YouTube; e-mail the URL to [scholarships@isevoyages.org](mailto:scholarships@isevoyages.org) with the subject: Communications Work Sample + VOYAGE + NAME

**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.**



## SEMESTER AT SEA®

### The Institute for Shipboard Education Communications Team Student Assistant Application

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

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

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 on the Communications Team 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: \_\_\_\_\_