

CUNYCAP

The City University Counseling Assistantship Program

Started as a pilot with 12 students, nine years ago, the CUNYCAP program now enrolls approximately 260 students throughout the City University of New York.

CUNYCAP students, through a work schedule of approximately 20 hours per week, have made significant contributions within the areas of admissions, financial aid, career development, counseling, academic advisement, health services, and students activities at all CUNY senior and community colleges. Some participants work within several New York City high schools through CUNY's Office of Admission Services (OAS) and College Now Program.

In addition to providing assistance to college and high school students, CUNYCAP participants gain impressive experience, receive a salary of \$10.00 per hour, and are eligible for a tuition waiver of up to six CUNY graduate credits for each of the fall and spring semesters (excluding summer) at the New York State resident rate.

Eligibility Criteria:

- ◆ A bachelor's degree earned with a record of academic achievement from any CUNY college.
- ◆ Enrollment as a matriculated student in a CUNY graduate program.
- ◆ The availability of a minimum of 15 through a maximum of 20 hours per week during the fall and spring semesters, primarily during *DAYTIME* hours.

To Apply:

1. Contact the Central Office of CUNY for more information & an initial screening interview.
2. Please bring the following documents to your screening interview:
 - (a) Two letters of recommendation; ideally one from faculty and one from a work supervisor.
 - (b) Resume outlining work experience.
 - (c) Proof of undergraduate graduation (copy of diploma or final transcript).
 - (d) Copy of acceptance letter to graduate school.

CUNYCAP

The City University of New York
Office of Student Services -15th Floor
1114 Avenue of the Americas New York, NY 10036
Tel: (212) 290-5709 Fax: (212) 290-5685

CUNY COUNSELING ASSISTANTSHIP PROGRAM (CUNYCAP)

Application for: (Check one) Fall 2004 Program Spring 2005 Program

PERSONAL INFORMATION

Mr. / Ms. Name: _____
Last First Middle

Social Security Number: _____ - _____ - _____

Address: _____
Number and Street Apartment Number

City, State and Zip Code

Telephone: Home: (_____) _____ Work: (_____) _____

Do you speak a language other than English? no yes Language: _____

Are you a U.S. veteran? yes no Marital status: single married

Are you a U.S. citizen? yes no Sex: Male Female

Date of birth: _____ / _____ / _____

Please state country of birth: _____

Please state country of citizenship: _____

Immigration status: U.S. Permanent Resident _____
alien registration (green) card # date obtained other, please specify date obtained expiration date

UNDERGRADUATE INFORMATION

CUNY College: _____

Major: _____ GPA: _____

Date of Graduation: _____

CUNY Community College attendance (if any): _____

Were you a participant in the SEEK Program and/or College Discovery?

GRADUATE INFORMATION AND PROFESSIONAL GOALS

College: _____

Area of Graduate Study: _____

Status: Applied for _____ semester
 Accepted for _____ semester
 Enrolled - Date of enrollment _____

Expected Date of Graduation: _____

Program/Faculty Advisor and Telephone: _____ (_____) _____
Area Code

Reason for Graduate Study: _____

Upon completion of your graduate study, what type of position will you seek? _____

Where do you see yourself in five years? _____

EXPERIENCE

Current or most recent site of employment: _____

Address: _____

Telephone: (_____) _____

Supervisor: _____ Dates employed: _____ month/year to _____ month/year

Position/description of responsibilities: _____

Previous and/or other employment: _____
(please include any work as a college assistant, tutor, etc.)

Address: _____

Telephone: (_____) _____

Supervisor: _____ Dates employed: _____ month/year to _____ month/year

Position/description of responsibilities: _____

CUNYCAP PARTICIPATION - Choose one option only: Either I (COLLEGE) OR II (HIGH SCHOOL)

CUNYCAP offers many mentoring and advisement opportunities. Let us know what might appeal to you.

I. COLLEGE PLACEMENTS - (Choose senior and/or community college, then departments)

- Student Services at a senior college.
- Student Services at a community college.

College placements vary and can include positions in the following areas. Indicate which area(s) match your interests:

- | | | |
|--|---|------------------------------------|
| <input type="checkbox"/> Admissions | <input type="checkbox"/> Academic Advisement | <input type="checkbox"/> Bursar |
| <input type="checkbox"/> Counseling | <input type="checkbox"/> Career Development | <input type="checkbox"/> Registrar |
| <input type="checkbox"/> Financial Aid | <input type="checkbox"/> Student Activities | |
| <input type="checkbox"/> Health Services | <input type="checkbox"/> Tutoring/Peer Counseling | |
| <input type="checkbox"/> Administrative Services: Computer Information, Business Office, Research Activities | | |
| <input type="checkbox"/> Other _____ | | |

NOTE: Some positions in Offices of Counseling may require an undergraduate degree in Psychology and/or enrollment in graduate areas in Psychology, Guidance, Counseling, etc.

II. HIGH SCHOOL PLACEMENTS - (Through the University's Office of Admission Services: Advisement, outreach and information delivery to students in grades 9 through 12.)

1. Please describe your computer skills and any other administrative capabilities _____

2. Why are you a strong candidate for CUNYCAP? _____

3. Other information? _____

How did you learn about CUNYCAP? _____

Reminder!!! Please submit TWO letters of recommendation and proof of your graduate school status (letter of acceptance, transcript, etc.)

Thank you for your interest and assistance. **Please return this application to:**

Signature _____

Date: _____

**"CUNYCAP" Program
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New York, New York 10036
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