



The Student Advocate's Office (SAO)

204 Eshleman Hall | Phone: (510) 642-6912

<http://advocate.berkeley.edu>



Spring 2008 CASEWORKER APPLICATION

The Student Advocate's Office (SAO) is a non-partisan, executive office of the ASUC. Effectively the campus public defender, we offer help, advice, and representation to any student or student group involved in a dispute with the University. We provide assistance for a broad variety of problems, including conduct allegations, grade disputes, enrollment issues, financial-aid problems, establishment of residency, discrimination, and harassment. All assistance is free and confidential.

Each semester, we recruit a set of highly dedicated individuals to help resolve university disputes. If you are interested in applying for one of our caseworker positions, please fill out the form below and return it to our office at 204 Eshleman Hall, by **5 PM on Thursday, February 14th**. **Additionally, the SAO will be holding information sessions on January 31st from 7 - 8pm in 204 Eshleman Hall and on February 12th from 7:30 - 8:30pm in the East Madrone Room (4th Floor) of the MLK Jr. Student Union, and prospective applicants are strongly encouraged to attend.** If you have any questions, feel free to stop by our office, or email us at help@studentadvocateoffice.com.

Name: _____ Student ID #: _____

(Intended) Major(s): _____ Year in School: _____

(Intended) Minor(s): _____ GPA: _____

Primary Phone #: () _____

Secondary Phone #: () _____

Email Address: _____

How did you hear about the SAO?

Language(s) Spoken: _____



_____ Important Extracurricular Activities:

Important Honors & Awards:

What other commitments will you have this semester (estimate hours per week)?

References (not related to you):

Name/Relationship: _____ Phone #: () _____

Name/Relationship: _____ Phone #: () _____

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The SAO comprises four divisions: Financial Aid, Academic, Conduct, and General. Please rank your preferences for which division¹ you would like to work in (1 is most preferable, 4 is least):

- FINANCIAL AID & RESIDENCY _____ The Financial Aid & Residency Division assists students with financial aid problems, state residency appeals, and other affordability issues.
- ACADEMIC _____ The Academic Division helps students with grade disputes, enrollment problems, and faculty-student relations.
- CONDUCT _____ The Conduct Division assists students who have been accused of violating the Code of Conduct, advising them through Student Judicial Affairs.
- GENERAL _____ The General Division helps students file grievances with the University, including harassment claims and housing complaints.

How strong are these preferences?

¹ Further explanations of division roles, responsibilities and jurisdiction are available at <http://advocate.berkeley.edu>



Please tell us why you would like to join the Student Advocate's Office, addressing both **(a)** past experiences that have helped you develop an interest in our office and **(b)** what you hope to take away from serving the student body as a caseworker. (Please adhere to the space below.)

If you have previously applied (*if not, skip ahead*), explain why you continue to feel you are an ideal candidate for the office (include any relevant achievement/growth since the time you last applied and now). (Please adhere to the space below.)



WRITING SAMPLE #1: Please type and attach a brief response to ONE of the scenarios described below. Use your imagination (within reason) to provide background for the situation. There is no right answer. (Scenarios are fictitious.)

(A) Mary Lee, has been accused of vandalizing property while intoxicated. While admitting a drinking problem, she insists that she had no involvement in the alleged offense—yet facts of her story seem inconsistent. 1. Briefly outline the steps you would take to clarify and confirm the true details of the incident. 2. The next step will be to meet with Student Judicial Affairs. Compose a separate email to a Student Judicial Affairs officer requesting a meeting to discuss the matter.

OR

(B) Jay Dollen falsely reported his grades when applying for a financial aid grant. Coming to SAO for help, he has admitted to you the grades were intentionally falsely reported to increase his chances for the aid. But he admits to have, reported back to the grant committee that it was a careless typo/mistake on his part. 1. Explain what steps you would take to clarify the details of the situation with Mr. Dollen and 2. Compose a separate email to the Financial Aid office requesting a meeting to discuss the matter.

WRITING SAMPLE #2: Please attach ONE PAGE from a recently submitted written work of yours. We prefer that the sample demonstrate your ability to utilize evidence to form an argument. Please be sure to provide a note, at the top of the page, describing the context for the piece.

RESUME: If you have a resume, we strongly encourage you to submit it with your application.

Be sure to check your email regularly, as that is our primary method of communication. Good luck!

APPLICATIONS ARE DUE ON FEBRUARY 14th BY 5 PM – PLEASE RETURN COMPLETED APPLICATIONS TO 204 ESHLEMAN HALL.