2020 TASP Factotum Application

Name: Age:

Year in University (if attending):

Address (Fall 2019):

Cell phone: Home phone:

Preferred e-mail:

How did you learn about the factotum position?

Work Eligibility

In compliance with federal law, all persons hired must submit an I-9 form to verify identity and eligibility to work in the United States. The form must be complete upon hire. The Telluride Association cannot sponsor visas for its summer employment opportunities.

Please submit the following materials along with this application:

1. A **cover letter** of no more than two pages, addressing the following topics:

— Any experiences and training that would prepare you for the demands of the factotum position. (Consult the attached job description.)

— How, as a factotum, you would promote or foster Telluride’s ideals of community life, service, intellectual inquiry, and democratic self-governance.

— How, as a factotum, you intend to support students of marginalized identities and backgrounds over the course of the program. Please discuss any specific strategies you would employ and any relevant experience, training, or skills you may have.

— The sites/seminars at which you would like to work and the reasons for your preferences. Please also state whether you would not accept a job at one of the sites.

2. A **resume**, highlighting past mentorship/tutoring/camp counseling or other work that involves minors, including part-time and full-time jobs you have held for more than two months, as well as volunteer positions, academic honors, etc.

3. A **transcript** (may be unofficial) covering your college work to date.

4. A **sample of your written academic work**, preferably a short essay of ten pages or fewer.

5. A **one-page recommendation** from (1) an academic instructor who knows you well or (2) an

employer who has supervised your work with high-school students in an academic environment.

Recommenders should email their letters separately to [applications@tellurideassociation.org](mailto:applications@tellurideassociation.org) by

the application deadline with the full name of the applicant and program name in the title (e.g. “Rec - Jane Doe -TASP factotum”).

Aside from the recommendation letter, please email your remaining application materials in one single document to [applications@tellurideassociation.org](mailto:applications@tellurideassociation.org) on or before **DECEMBER 15, 2019.**

Finalists for the positions will be invited for in-person interviews at the Michigan Branch of the Telluride Association in Ann Arbor, MI, over the weekend of **JANUARY 17-19, 2020**. Please save the date.

Additionally, 2020 factotums should expect to attend the following trainings:

1. a two-hour webinar training on **Saturday, May 16**,
2. an in-person training on the **weekend of May 22-24** in Ithaca, NY, and
3. a final training in Ann Arbor, MI on the **weekend of** **June 5-7**.

For the in-person training weekends, factotums should expect to arrive before 4:00pm on Friday (May 22 and June 5) and leave after 2:00pm on Sunday (May 24 and June 7).

If you have any questions or concerns about the application or its requirements, please contact the TASP Committee ([TASP@tellurideassociation.org](mailto:TASP@tellurideassociation.org)).

We are eager to help as many people as possible apply for the factotum positions, so if there is anything we can do to assist you, please don’t hesitate to be in touch.