**2020 TASS Factotum Application**

The Telluride Association Sophomore Seminar (TASS) is a free summer program that builds immersive, Black-centered learning communities rooted in critical thinking and democratic community. At each site, a factotum team manages and facilitates multiple aspects of the seminar program: managing daily program logistics, facilitating student community and well-being, and assisting instructors.

Please submit the following materials along with this application:

Name: Age:

Year in University (if attending):

Address (Spring 2020):

Cell phone: Home phone:

Preferred e-mail:

How did you learn about the factotum position?

Please attach the following documents:

1. A brief cover letter (1 page), highlighting your most important/relevant experience and interest in serving as a TASS factotum. Please try to address the following questions in your cover letter:
   1. What experiences and training have prepared you for the demands of the position (please consult the job description attached)?
   2. How, as a factotum, would you promote Telluride’s ideals of community life, service, intellectual inquiry, and democratic self-governance?
   3. At which sites/seminars would you like to work (please see seminar topic summaries on the website [here](https://www.tellurideassociation.org/our-programs/high-school-students/sophomore-seminar-tass/tass-programs/)) and why?
2. A resume, including all part-time and full-time jobs you have held for more than two months, as well as volunteer positions, academic honors, etc. Be sure to include past mentorship/tutoring/camp counseling experience or other work that involves working with minors.
3. In short essay format, answer the following prompts (max 500 words). These questions are intended to allow applicants to explicate some of their relevant experiences, communicate their values, and showcase topical knowledge to the committee.
   1. We ask for a high amount of mental, emotional, and logistical labor from our factotums because we trust them to fulfill multiple roles over the course of the summer. Discuss your level of preparedness to perform this kind of labor as a facilitator, and your own strategies for maintaining your mental and emotional health in high-pressure situations.
   2. Choose one of the following three questions to answer:
      1. Describe a conflict in which you acted as a mediator while holding a hierarchical position of authority. How did you facilitate the conflict resolution process?
      2. During the program, our students will be engaging with culturally and politically relevant, but potentially challenging questions. What techniques and strategies would you use to foster an inclusive, self-governing, and intellectually vibrant community for these students?
      3. Name a community practice you feel is integral to building a critical Black and ethnic studies community. How would you strategically introduce this practice to the community as a factotum and facilitate its growth throughout the summer?

**Submission and Finalist Selection**

Please submit your application materials (cover letter, resume, and answers to the Application Questions) in **one single file** to [applications@tellurideassociation.org](mailto:applications@tellurideassociation.org) **on or before December 15th, 2019**.If you are interested in applying for the position but need additional time to complete the application, please email [tass@tellurideassociation.org](mailto:tass@tellurideassociation.org) to express your intent to apply and request an extension, which may be granted on a case-to-case basis.

Finalists will be notified by December 28th and invited for in-person interviews in Ithaca, New York tentatively, for the weekend of **January 31st, 2020**. Please save the date.Traveling expenses incurred will be reimbursed by the Telluride Association.

If chosen as a finalist, you will be asked to submit a 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. In addition to the recommendation from an instructor or employer, finalists can also submit an additional letter of recommendation from a peer addressing the finalists’ suitability as a mentor to high school age students by discussing their most impactful characteristics and actions. The recommendation from a peer is optional and not required of finalists.

Those selected for the factotum position must attend **three** training sessions in the Spring of 2020: one two-hour webinar on **May 16th** and two in-person training weekends, **May 22nd-24th** in Ithaca, NY and **June 5th-7th** in Ann Arbor, MI.

If you have any questions or concerns about the application or its requirements, please contact the TASS Committee at TASS@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.