

**2008 – 2009 Frontier Fiesta Association
Assistant Director of Operations Application
Due Wednesday, April 23, 2008**

DIRECTIONS: This form can be e-mailed, placed on disk, or turned in at the front desk of Campus Activities. Please complete in full. Use extra paper to give complete answers to the following questions. Please email electronic applications to mleung@uh.edu.

Name _____
Street/P.O. Box _____
City _____ State ____ Zip _____ e-mail _____
Home Phone _____ 2nd Phone (work, cell, pager) _____
PeopleSoft # _____ Major _____ Fr. So. Jr. Sr. Grad. (circle)
Cumulative GPA _____
Graduation Date _____ Completed Hours _____
How many hours are you taking in the fall semester? _____
How many hours are you taking in the spring semester? _____
How many hours per week do you work? _____
What events/obligations will keep you from Frontier Fiesta meetings & work on evenings or weekends? _____

Assistant Directors of Operations

Assistant Director of Operations – Pre-Event Management – Assists the Director of Operations with the management of warehouse and pre-site construction of Frontier Fiesta.

Assistant Director of Operations – Logistical Coordinator – Assists the Director of Operations with the management of Frontier Fiesta through all paperwork and development coordination of Frontier Fiesta including, but not limited to, permits, utilities, communication, and security.

Assistant Director of Operation – On-Site Management – Assists the Director of Operations with the management of the Frontier Fiesta site including security and event volunteers with the Assistant Director of Marketing.

Assistant Director of Operations – Event Coordinator – Assists the Director of Operations with the management of Frontier Fiesta through all productions coordination. Serves as liaison with the Director of Productions

Please indicate which assistant director position(s) you are interested in:

Educational Record Release

The Family Educational Rights and Privacy Act (FERPA) prohibits the release of personally identifiable information from the education records of university students without the written consent of the student. Exceptions to this requirement include but are not limited to a) release of such information to a school official with a legitimate educational interest in the record, b) the release of such information in response to a court order, health or safety emergency, or approved research project, or c) the release of public Directory Information which has not been previously restricted by the student. For further information about FERPA, please see the University of Houston Student Handbook.

I hereby consent to and authorize the release of my enrollment status and grade point averages (cumulative and previous semesters) by the University of Houston to my Frontier Fiesta Advisors and the Fiesta Chairwoman. The purpose of this disclosure is to verify eligibility for holding a position within the Frontier Fiesta Association, verify eligibility to be compensated if hired for a paid position, verify awards recognition by the University of Houston, and for use in scholastic review by the advisors. This authorization shall remain in effect as long as I remain a member of the Frontier Fiesta Association and am enrolled at the University of Houston, unless I submit written revocation of this authorization to the Department of Campus Activities.

Signature _____ **Date** _____

Written Questions

Please devote a minimum of a ½ page for each of the following questions:

1. What has been your involvement in previous Frontier Fiesta/s?
2. Briefly list any other organizations you are currently or have been involved in while a student at UH. Please indicate the number of years with each organization and leadership positions held.
3. Describe what technical knowledge you have that would make you a successful assistant director of operations.
4. A large part of the work of operations is to help other students put up fronts and booths that are safe. What experience do you have that would make you qualified to help other students make safe and appropriate choices?
5. The student leaders in Operations have to work with numerous university departments – Fire Marshal, Physical Plant, UH Department of Security – and off campus vendors for operational needs. Describe a time when you had to work with a third party to get services or goods in order to be able to complete a project.

Please be prepared to discuss the following questions during your interview.

- How will you remain motivated to do all of the jobs that are needed from the Operations students at Frontier Fiesta, given that many of the jobs are dirty and difficult?
- While Frontier Fiesta is a student run event, describe what you will do to establish a partnership with the Frontier Fiesta Board, your advisors, the university and alumni?
- Share your vision for Frontier Fiesta 2009.
- Talk about how you would provide excellent customer service to the constituents of Frontier Fiesta – UH students, alumni, staff, and faculty, sponsors, donors, and community members – before, during, and after the festival.