



TEACHING ASSISTANT VOLUNTEER PROGRAM APPLICATION FORM

Please complete demographic information below:

Full Name:	Date:		
Full Address:	Telephone (home & mobile):		
Email:	Date of Birth:		
Languages Spoken:			
<p>How did you hear about ICP?</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none; vertical-align: top;"> <input type="checkbox"/> Email/Newsletter <input type="checkbox"/> ICP Website <input type="checkbox"/> I am a Full-time Programs Alumna/Alumnus <input type="checkbox"/> I am a Teen Academy Alumna/Alumnus <input type="checkbox"/> Family/Friend <input type="checkbox"/> ICP Alumni/Faculty (name) _____ <input type="checkbox"/> Colleague/Teacher (name) _____ </td> <td style="width: 50%; border: none; vertical-align: top;"> <input type="checkbox"/> News Article/Blog Post <input type="checkbox"/> Program Guide/Catalog <input type="checkbox"/> Search Engine <input type="checkbox"/> Social Media <input type="checkbox"/> Visit to ICP Museum/School <input type="checkbox"/> Other (please specify) _____ </td> </tr> </table>		<input type="checkbox"/> Email/Newsletter <input type="checkbox"/> ICP Website <input type="checkbox"/> I am a Full-time Programs Alumna/Alumnus <input type="checkbox"/> I am a Teen Academy Alumna/Alumnus <input type="checkbox"/> Family/Friend <input type="checkbox"/> ICP Alumni/Faculty (name) _____ <input type="checkbox"/> Colleague/Teacher (name) _____	<input type="checkbox"/> News Article/Blog Post <input type="checkbox"/> Program Guide/Catalog <input type="checkbox"/> Search Engine <input type="checkbox"/> Social Media <input type="checkbox"/> Visit to ICP Museum/School <input type="checkbox"/> Other (please specify) _____
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Please indicate your area(s) of interest:

<input type="checkbox"/> Classroom Assistant	<input type="checkbox"/> Library	<input type="checkbox"/> Working with Youth	<input type="checkbox"/> Community Outreach
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**In order to place you in a position that meets your current skill level, please circle the appropriate number that relates to your experience:
(1 – Lowest, or no experience 5 – Highest, or extensive experience)**

<p><u>DIGITAL</u></p> <p>1 2 3 4 5 Mac Familiarity</p> <p>1 2 3 4 5 Mac Troubleshooting</p> <p>1 2 3 4 5 Adobe Lightroom</p> <p>1 2 3 4 5 Adobe Photoshop</p> <p>1 2 3 4 5 Final Cut Pro</p> <p>1 2 3 4 5 Scanning</p> <p>1 2 3 4 5 Inkjet Printing</p> <p>1 2 3 4 5 Color Management</p>	<p><u>DARKROOM</u></p> <p>1 2 3 4 5 Film Processing</p> <p>1 2 3 4 5 Chemical Mixing</p> <p>1 2 3 4 5 B&W Printing</p> <p>1 2 3 4 5 Color Printing</p> <p>1 2 3 4 5 Alternative Processes</p> <p><u>OFFICE</u></p> <p>1 2 3 4 5 MS Word / Excel</p> <p>1 2 3 4 5 Database Knowledge</p> <p>1 2 3 4 5 Copystand Experience</p>	<p><u>EQUIPMENT</u></p> <p>1 2 3 4 5 Strobe Lighting</p> <p>1 2 3 4 5 Flash</p> <p>1 2 3 4 5 Light Meters</p> <p>1 2 3 4 5 35mm Cameras</p> <p>1 2 3 4 5 Medium Format</p> <p>1 2 3 4 5 Large Format</p> <p>1 2 3 4 5 DSLR Cameras</p> <p>1 2 3 4 5 Video Equip.</p> <p>1 2 3 4 5 Audio Equip.</p>
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Education: Schools Attended and Course of Study/Type of Degree (you may also include classes taken at ICP):

Employment History (Company and Position):

Why do you want to be a volunteer at ICP?

Please enter your availability below:

Dates I am available: From: ___/___/___ To: ___/___/___

Day	9am – 2pm	2pm – 6pm	6pm – 10pm
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

The essential functions of a teaching assistant are the ability to:

- Work 5-hour shifts with minimal breaks.
- Lift up to 25 lbs.
- Provide superior customer service to students, faculty, TAs, and staff.
- Replenish pamphlets, forms, hand-outs, and any other informational supplies, as needed.
- Turn on/turn off equipment; lock/unlock computers.
- Clean and disinfect the counter and telephone.
- Communicate and work with a wide range of public in an informative and friendly manner.
- Provide service and multi-task while working in a busy, noisy, and space-constrained office environment.
- Exhibit strong interpersonal skills and flexibility.
- While performing the duties of this Job, the employee is regularly required to sit and talk or hear. The employee is free to stand if feasible to perform the job functions from a standing position.
- Adhere to ICP policies and procedures.
- Act as a role model for other TAs.
- Perform duties as workload necessitates.
- Maintain a positive and respectful attitude.
- Communicate regularly with supervisor about department issues.
- Consistently report to work on time prepared to perform duties of position.
- Meet department productivity standards.

Please return this application form, along with a copy of your resumé to ApplyTA@icp.edu

The International Center of Photography is an Equal Opportunity Employer.