

## **CORNELL COLLEGE BOARD OF TRUSTEES 2025 Young Trustee Application Timeline and Process**

- February 24      [Application information](#) is available.
- March 20      Information sessions will provide useful insight as you consider the role and responsibilities of Trusteeship, hosted by the Berry Career Institute team.
- Thursday, March 20; 11:15-11:45 a.m., [Virtual](#)
  - Thursday, March 20; 3:15-3:45 p.m., [Virtual](#)
- By March 24      Contact the [Writing Studio](#) to schedule an appointment for review of your personal statement. *(You don't need to have the meeting completed by March 24, but it should at least be scheduled.)*
- Contact the [Berry Career Institute](#) to schedule an appointment for review of your resume along with your personal statement. This appointment should occur after the personal statement review is conducted. *(You don't need to have the meeting completed by March 24, but it should at least be scheduled.)*
- Ask one faculty or staff member and one of your peers to address a recommendation letter to the Board of Trustees on your behalf. These letters must be submitted to the Office of the President via email to [rscheer@cornellcollege.edu](mailto:rscheer@cornellcollege.edu) by 5:00 p.m. on Wednesday, April 16.
- By April 16      After your personal statement and resume are reviewed by the Writing Studio and the Berry Career Institute, submit your application materials to the Office of the President via email to [rscheer@cornellcollege.edu](mailto:rscheer@cornellcollege.edu). The deadline for submitting materials is 5:00 p.m. on Wednesday, April 16.
- Your application materials will be forwarded to members of the Board of Trustees Young Trustee Selection Committee who will review all applications and select finalists.
- By April 21      Finalists will be invited to schedule a personal interview.
- By April 22      Finalists should contact the [Berry Career Institute](#) to schedule an appointment for interview preparation. This appointment must be conducted by April 30. To guarantee a mock interview, please plan to schedule that as soon as you are notified that you will be interviewed.
- May 1            Interviews of finalists will be conducted.
- By May 5        Finalists will be notified of the outcome.

If you have any questions, please contact RuthAnn Scheer in the Office of the President [rscheer@cornellcollege.edu](mailto:rscheer@cornellcollege.edu) or (319) 895-4324.

Please understand that by submitting your application you are giving the Board of Trustees permission to discuss your candidacy with the College's senior staff and faculty.