## **Career Services Associate Application**

Na	Name:									
Student ID #:			SU	Box:						
Phone:										
Email:										
Ma	Major:									
Gra										
1.		ı interested in this pos								
2.		FLY describe your pas clude resume:	t work and volunteer ex	sperience (e.g. position ti	tle, organization, c	dates, major				
3.	Please desc	ribe any administrativ	e experience, including	g office and computer w	ork:					
4.	Please desc	ribe any social media	experience:							
5.	Please desc	ribe any customer ser	vice experience (in per	son or on the phone):						
6.	Please desc	cribe any event-plann	ing experience (e.g. th	rough student organizatio	ons, internships or j	obs):				
7.	Please circle	e/list computer applic	ations at which you are	proficient:						
	Word	Excel	Access	Facebook	Twitter	Pinterest				
	Other (nleas	ca list):								

## Hours/Availability

- Academic year: Typically 6-8 hours/week; Summer: Up to 25 hours per week, negotiable
- Available hours in the range of 8 a.m. 5 p.m., M-F

Please indicate your availability by **marking out** the times when you have class or other commitments, leaving your available times blank.

This schedule is (please circle one): TENTATIVE SET

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8 a.m.	<u> </u>				
8:15 a.m.					
8:30 a.m.					
8:45 am.					
9 a.m.					
9:15 a.m.					
9:30 a.m.					
9:45 a.m.					
10 a.m.					
10:15 a.m.					
10:30 a.m.					
10:45 a.m.					
11 a.m.					
11:15 a.m.					
11:30 a.m.					
11:45 a.m.					
1 p.m.					
1:15 p.m.					
1:30 p.m.					
1:45 p.m.					
2 p.m.					
2:15 p.m.					
2:30 p.m.					
2:45 p.m.					
3 p.m.					
3:15 p.m.					
3:30 p.m.					
3:45 p.m.					
4 p.m.					
4:15 p.m.					
4: 45 p.m.					

NOTE:

This position involves frequent computer use and occasional physical exertion, including carrying, lifting, stooping, reaching, etc.