

Career Services Associate Application

Name: _____

Student ID #: _____ SU Box: _____

Phone: _____

Email: _____

Major: _____

Class Year (please circle): FY SO JR SR

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1. Why are you interested in this position?

 2. Please BRIEFLY describe your past work and volunteer experience (e.g. position title, organization, dates, major duties):

 3. Please describe any administrative experience, including office and computer work:

 4. Please describe any event-planning experience (e.g. through student organizations, internships or jobs):

 5. Please describe any customer service experience (in person or on the phone):

 6. Please circle/list computer applications at which you are proficient:
Word Excel Access
Other (please list): _____

Please attach a resume if you have one.

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. - noon, 1 p.m. - 5 p.m.
- Minimum 2-hour shifts

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.					
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.