



Application for Student Employment

Job Title: Alumni Membership Assistant

Job Description: Assist with membership processing, prepping for Alumni Association meetings and events, and staffing events. Assemble and distribute inquiry kits and membership kits. Assist with Association marketing and promotion.

Date _____

Name: _____

Email: _____

Local Phone: _____ Home Phone: _____

Address: _____

City/State/Zip: _____

Major: _____

Year: ☐ Freshman ☐ Sophomore ☐ Junior ☐ Senior

PREVIOUS EMPLOYMENT (volunteer or paid positions)

1. Employer Name: _____

Supervisor: _____ Phone: _____

Duties: _____

2. Employer Name: _____

Supervisor: _____ Phone: _____

Duties: _____

3. Employer Name: _____

Supervisor: _____ Phone: _____

Duties: _____

COURSE SCHEDULE

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8a					
9a					
10a					
11a					
12n					
1p					
2p					
3p					
4p					

(Note: the office closes at 5 p.m.)

Would you be able to commit to working 20 hours per week? *(Note: Each student is only allowed to work 20 hours/week cumulative for all campus jobs, therefore, you would not be able to hold any additional campus jobs.)*

☐ **Yes, I am able to work 20 hours per week**

☐ **No**

Please list any challenges that we may need to consider:

Why do you feel you would do well in this position?

What activities are you involved in outside of school and what is the time commitment per week?