



## 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 10-15 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 10-15 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?**