



**ACADEMIC ENRICHMENT
CENTER
Student Assistant Application**

***Important:** The positions indicated on this application
are for students who are sophomores or above, only.*

NAME: _____ SS#: _____ - _____ - _____ DATE: _____ / _____ / _____
LAST FIRST MI

LOCAL ADDRESS: _____

LOCAL PHONE # : _____

EMAIL ADDRESS: _____ DATE AVAILABLE FOR EMPLOYMENT: _____

-
- POSITION APPLYING FOR:
- Office Reception Area - Academic Year
 - Proctor (Test Accommodations for Learning Disabled Students)
 - Summer Office Assistant for:
 - _____ Summer Enrichment Program
 - _____ Upward Bound and Upward Bound Math/Science
-

DO YOU QUALIFY FOR WORK STUDY AWARD THROUGH THE FINANCIAL AID OFFICE?

YES NO NOT SURE

IF YOU HAVE BEEN A PARTICIPANT IN ANY OF THE SUMMER OR ACADEMIC YEAR AEC PROGRAMS,
PLEASE LIST EACH PROGRAM(S) AND THE YEAR(S) YOU PARTICIPATED:

SKILLS:
List all your clerical/administrative skills. Please be specific:

HOW DID YOU HEAR ABOUT THIS POSITION?

EXPERIENCE:

List all positions and job responsibilities you have had over the past two years. Attach resume if available:

Position Title	Company Name or Campus Department	Supervisor & Phone Number	Dates of Employment
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

REFERENCES:

LIST THE NAMES AND PHONE NUMBERS OF TWO REFERENCES

NAME	TELEPHONE NUMBER
_____	_____
_____	_____

DAYS/HOURS AVAILABLE:

Please block in the times that you **ARE** available to work and/or attach a copy of your class schedule:

Times	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 - 9:00 a.m.					
9:00 - 10:00 a.m.					
10:00 - 11:00 a.m.					
11:00 - 12:00 p.m.					
12:00 - 1:00 p.m.					
1:00 - 2:00 p.m.					
2:00 - 3:00 p.m.					
3:00 - 4:00 p.m.					
4:00 - 5:00 p.m.					
5:00 - 6:00 p.m.					
6:00 - 7:00 p.m.					
7:00 - 8:30 p.m.					

Signature

Date

PLEASE RETURN TO WANDA MOORE, 831-4126
AEC Student Assistant Application, 2

