

Please return completed application to the Advancement Office in the Administration Building.



Application for Student Employment Advancement Office

Positions Available

Project Assistant – Assist Advancement team with various projects and special events.

Personal Information

Name: _____ ID# _____

Address: _____

Cell number: _____ Date Available: _____

Position applying for: _____

Program you are studying at Judson _____

Year in School (please circle): Freshman Sophomore Junior Senior

Skills and Abilities

Describe the skills you bring to the job:

Describe your computer skills:

List any college courses you have completed that will be helpful in this position:

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Describe why you are the best candidate for this position:

Experience

List any past employers or volunteer positions that have helped prepare you for this position:

References

List two work references we may contact (no friends or relatives):

Name: _____ Phone or Email: _____

Relationship: _____

Name: _____ Phone or Email: _____

Relationship: _____

Availability

Your Class schedule:

Class	Hours	Monday	Tuesday	Wed	Thursday	Friday

List all sports, clubs, and extra-curricular activities:

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Please write in the times that you are available to work.

Time	Monday	Tues	Wed	Thurs	Friday
Morning					
Afternoon					
Evening (Phonathon only)					

Signature _____ Date _____