

# RESIDENCE LIFE

## Work-Study Application

NAME: \_\_\_\_\_ MAJOR: \_\_\_\_\_

TERM: \_\_\_\_\_ ACADEMIC STANDING (Please Circle): FR SO JR SR

HOME ADDRESS: \_\_\_\_\_

CAMPUS ADDRESS (If Applicable): \_\_\_\_\_ CELL PHONE NUMBER: (\_\_\_\_) \_\_\_\_\_-\_\_\_\_\_

PREFERRED EMAIL ADDRESS: \_\_\_\_\_ TOTAL WORK STUDY AWARD: \_\_\_\_\_  
(Award for entire academic year)

POSITION INTEREST: Please number 1-6 indicating interest (1=most interested, 6=least interested)

Central Office Assistant     
  Night Desk Monitor     
  Office Assistant  
 Quad Desk     
  Holden Office     
  Resident Maintenance

Please indicate your work availability in the space provided below (Check All Available Areas):

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9-10A							
10-11A							
11A-12P							
12-1P							
1-2P							
2-3P							
3-4P							
4-5P							
5-9P Night Monitor							
9P-12A Night Monitor							
12-4A Night Monitor							

The signature below indicates all information provided is accurate and my interest in a work-study position.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Residence Hall Night Monitor:** This position requires students to be responsible and attentive not only for their own safety but for the safety of the residents of the halls. Through sound judgment and professionalism, the night monitor ensures the safety and well-being of the residents and themselves.

**Resident Maintenance:** This position performs routine light maintenance and repairs in the residence halls. This position is offered in Quads.

**Central Office Assistants & Office Assistants:** This position requires work in the various areas of the department. Duties include: answering student, parent, & faculty questions, filing, answering the phone, preparing correspondence, and assisting with various administrative tasks. These positions are available in Holden, Quads, & Shiple Halls.

**Quad Desk:** The position duties include maintaining maintenance request logs, providing directions and residence life information, check out cleaning and sport equipment, and performing routine clerical duties when not assigned. This position is located in Quad Commons

**Please return application to Office of Residence Life (115 Shiple Hall)**