

# Millersville University Office of the President Student Assistant Application

(For President's Office Staff Use Only)

Interview Date  
Interview Time

Date of Birth  
Date of Hire

Full Name \_\_\_\_\_ MU ID # MOO

Main Address \_\_\_\_\_

City / State / Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Graduation Year \_\_\_\_\_ Major \_\_\_\_\_

When is the best day and time to reach you? M T W Th F

How many hours can you work per week? Days? \_\_\_\_\_

**Provide Fall 2019 Class Schedule with application**

Are you available summer and holiday breaks? Yes No

Have you ever been employed on our campus? Yes No

Location \_\_\_\_\_ Supervisor \_\_\_\_\_

When are you available to start this position? Date (month / day) \_\_\_\_\_

Please list past clerical/office experience (on and off campus) and give details of job duties.

\_\_\_\_\_

What is your typing speed? \_\_\_\_\_ words per minute

Have you had experience answering phones? Yes No

If yes, please include details (types of calls, number of lines, etc.)

List other work experience:

\_\_\_\_\_

Please list three adjectives that best describe you.

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

Please list extracurricular activities and interests.

\_\_\_\_\_

Please provide three references (do not list relatives).

Name Title Phone Number

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

**PLEASE DROP APPLICATION OFF AT 101 NORTH GEORGE STREET  
BIEMESDERFER EXECUTIVE CENTER, 1st FLOOR (office on the left)**

*last revised 03.28.13*