

Office of Diversity and Social Justice Student Assistant Application

(For President's Office Staff Use Only)

Interview Date

Date of Birth

Interview Time

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 18 SOUTH GEORGE STREET

Office of Diversity and Social Justice - Virginia Brooks

last revised 05.08.19