

Student Involvement Summer Position Announcement

Student Assistant - 2 Positions Available

Job Responsibilities:

1. **Program Support:** Primary Job function will include assisting with the summer student org fairs that take place on the first day of the Red Raider Orientations. There are 20 orientations sessions this summer with the first day falling on Sundays, Tuesday, and Thursday. Sunday hours would be minimal.
2. **Recruitment Events:** Student assistants may be asked to represent Student Involvement at local events, make presentation on services and programs, and assist in table-marketing.
3. **Office Support:** Student Assistants will also be asked to perform administrative duties, organization management, office supplies management, office errands, answering phone calls and making phone calls, making copies, and other reasonable administrative duties.
4. **Other Duties as Assigned**

Requirements: Student assistants are encouraged to be enrolled during the summer but it is not required and they must be available to work a minimum of 12 hours per week (up to 20 hrs per week). Heavy-lifting may be required.

Preferred Qualification:

- Experience and knowledge of student organizations
- Highly sociable, cheerful and positive/pleasant disposition and can handle customer relations professionally
- Outstanding communication skills
- Excellent presentation skills and can communicate with all levels of authority
- Strong comprehension and active listening skills
- Proficient in MS Office applications
- Graphic Design experience and knowledge

Remuneration: Student assistant positions are for summer appointments only with a salary of \$7.25 per hour (up to 20 hours per week).

Hours: Minimum 12 hours required per week. Students may work up to 20 hours per week, depending on departmental need.

To Apply: Applicants should submit the student assistant application, resume, Summer 2017 class schedule, tentative available work schedule, and three (3) current references. Review of applicants to begin immediately and will continue until position is filled. EEO/Affirmative Action Institution.

For more information, please contact Keri Shiplet, Student Involvement, 806-834-8707, 201 Student Union, keri.shiplet@ttu.edu

Open immediately until filled.

Please return application materials to 201 Student Union Building.



Student Assistant Application

Please fill out this application completely and honestly. Read the information provided in this application carefully and pay attention to important dates and guidelines.

Please include the following with your application:

- Completed and signed application
 - Résumé, with three references
 - Summer 2017 class schedule
 - Tentative work schedule
-

Please Print.

APPLICANT INFORMATION		
First Name:	MI:	Last Name:
R Number:	TTU Email Address:	
Local Phone:		Cell Phone:
Current address:		
City:	State:	ZIP Code:
Permanent address:		
City:	State:	ZIP Code:
Major:	Classification:	
Fall 2014 GPA:	Cumulative GPA:	

Will you be available to work during the summer? Yes or No

Have you ever been convicted, placed on probation, or placed on deferred adjudication for any criminal charge? Yes or No

This is a Security Sensitive Level II Position: Applicants for this position will be subject to a Criminal Background Check and drug testing. Drug testing will occur before employment offer will be extended.

Are you willing to have such checks conducted in order to be considered for employment? Yes or No



TEXAS TECH UNIVERSITY
Office of the Provost: Division of Undergraduate Education & Student Affairs
Center for Campus Life™

Student Assistant Application

Please list all work experience you have had prior to this application.

WORK EXPERIENCE	
Employer Name:	Job Title:
Supervisor Name:	Supervisor Title:
Phone Number:	
Dates Employed:	Ending Salary
Work Performed:	
Reason for Leaving:	
May we contact this Employer Yes <input type="checkbox"/> or No <input type="checkbox"/>	
WORK EXPERIENCE	
Employer Name:	Job Title:
Supervisor Name:	Supervisor Title:
Phone Number:	
Dates Employed:	Ending Salary
Work Performed:	
Reason for Leaving:	
May we contact this Employer Yes <input type="checkbox"/> or No <input type="checkbox"/>	
WORK EXPERIENCE	
Employer Name:	Job Title:
Supervisor Name:	Supervisor Title:
Phone Number:	
Dates Employed:	Ending Salary
Work Performed:	
Reason for Leaving:	
May we contact this Employer Yes <input type="checkbox"/> or No <input type="checkbox"/>	



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Student Assistant Application

Mark the times you are available to work in Summer 2017.

Please note: We will work around your class schedule, but we will schedule work hours based on office needs.

	SUNDAYS	MONDAYS	TUESDAYS	WEDNESDAYS	THURSDAYS	FRIDAYS	SATURDAYS
8:00							
8:30							
9:00							
9:30							
10:00							
10:30							
11:00							
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3:00							
3:30							
4:00							
4:30							

Application Verification Statement

The information contained in this application is correct to the best of my knowledge. I am aware that my GPA can and will be verified by the selection committee at the time of application.

Signature

Date