



TEXAS TECH UNIVERSITY
The Learning Center™

Drane Hall 164
2515 15th St
806.742.3664

FRONT DESK/ROVER APPLICATION

Minimum Requirements: Strong Communication, Customer Service Skills, and Computer Skills

Name: _____ Date: _____ R#: _____
(Last) (First)

Local address: _____ Zip Code: _____

Local phone: (____) _____ - _____ Email address: _____

Classification: FR SO JR SR Grade Point Average: _____ Hours currently enrolled: _____

Major: _____ Minor: _____

How many hours will you be available to work? _____ (min=10, max=20)

How did you hear about the Learning Center? _____

Please provide your thoughts on the questions below. Attach additional sheets if needed.

1. What term are you applying for?

Fall Spring Summer 1 Summer 2

2. What Position are you applying for?

Rover Student Assistant Both

3. Describe (in detail) any customer service experience you have had.

4. How comfortable are you with using technology (Excel, Raider Success Hub, etc.)?

5. What characteristics do you possess that would make you a successful Student Assistant? Rover?

6. Why are you the best candidate for the job?

7. Can you handle working in an environment with a varied pace (fast and slow)?

List job experiences – you may attach your resume to satisfy this section:

Dates	Employer & Supervisor	Job Responsibilities
From: / To: /		
From: / To: /		

Please list your class schedule for the semester you wish to work (if known):

Days	Time	Course

An incomplete application will not be considered.

Please submit your completed application via email to learningcenter@ttu.edu.

By signing below, I hereby attest that all information on this application is true to the best of my knowledge.

Date ____/____/____

Signature _____