

# Workstudy Application

## Personal Information

Name (First, MI, Last)		Date	
Address			
City, State, ZIP		Home Phone	
email		Cell Phone	

## Additional Information

Major		Class	
Graduation Date	Workstudy Amount	Total Hours/Week	
Skills		Workstudy Experience	

## Availability

	Monday	Tuesday	Wednesday	Thursday	Friday
AM					
PM					



## Workstudy Job Duties

Reception desk

Photocopying

Prepare and distribute mail

Run errands

Maintain key database using Excel and/ or Filemaker Pro

Filing and faxing

Set up and clean up of department events and seminars

Posting on bulletin boards

Scanning, e-mail, website maintenance, assisting students, answering phones, and Internet research

Special projects or assignments as assigned