

## Infinite Possibilities

Temporary Location: Bates Runner Hall Phone (270) 745-6565 Fax (270) 745-2987

## **Student Office Assistant Employee Application**

Please submit the following in person by May  $2^{nd}$ : the completed application, your cover letter, resume, and letter of recommendation.

Name:	WKU ID: 80
Cell Phone: ()	Major(s):
Current classification (check one):	Minor(s):
Anticipated Graduation Date (mm/yy)://	
Please attach the following with this application:  Note: Incomplete applications will not be reviewed.  Cover letter  Résumé  One letter of recommendation  This may NOT be a family member.	

o The recommender may give you their letter to submit with your application materials in person or

they may submit it via email as an attachment to julie.fryia@wku.edu.

o A GPA of a 2.75 is required for all Student Office Assistants.

For Office Use

Date received:

Classification:

Overall GPA:

Please explain why you are an ideal candidate t	for the position(s) which you are applying.	
	Academy Office Hours of Operation	
	Ionday – Thursday: 7:30 am – 4:00 pm, Friday 7:30 am – 12:30 pm	
	ear: Monday – Friday: 8:00 am – 4:30 pm	
tudent employees are allowed to work a maximum deek during the academic year. Gatton Academic yeek. Please indicate the maximum number of	my student employees must work a minim	um of 10 hours per
ummer 2016:	Fall 2016:	
References (2 are required):		
Name/Title	Department	Phone Number