



ACADEMIC ADVISING & RETENTION CENTER

Downing Student Union 2141

Phone (270) 745-5065

Fax (270) 745-5421

Student Office Assistant Employee Application

Please print the completed application, your resume, and letter of recommendation and submit in person to the AARC (DSU 2141) no later than November 8th, 2017.

Name: _____ WKU ID: 80____ - ____ - ____ - ____

Cell Phone: (____) ____ - ____ Major(s): _____

Current classification (check one): ☐ Freshman
☐ Sophomore
☐ Junior
☐ Senior

Minor(s): _____

Anticipated Graduation Date (mm/yy): ____ / ____

Please attach the following with this application:

Note: Incomplete applications will not be reviewed.

- Resume
- One letter of recommendation
 - We prefer this letter come from a faculty or staff member at WKU. If you have no one on campus who can write on your behalf, you may use other references.
 - The faculty or staff member may give you their letter to submit with your application materials in person or they may submit it via campus mail (to the AARC) or email as an attachment to sarah.haught@wku.edu.
 - A GPA of a 2.75 is required for all Student Office Assistants.

For Office Use

Date received: _____

Classification: _____

Overall GPA: _____

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Monday – Thursday: 8:00 am – 7:00 pm

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Student employees are allowed to work a maximum of 20 hours per week. AARC student employees must work a minimum of 10 hours per week. Please indicate the maximum number of hours (per week) you would prefer working during the spring 2016 semester. _____

Name/Title	Department	Phone Number