# 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 to DSU 2141 or email to tlc@wku.edu.**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ WKU ID: 80\_\_\_\_ - \_\_\_\_ \_\_\_\_ - \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_

Cell Phone: ( \_\_\_ \_\_\_ \_\_\_ ) \_\_\_ \_\_\_ \_\_\_ - \_\_\_ \_\_\_ \_\_\_ \_\_\_ Major(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current classification (check one): Freshman Minor(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sophomore

Junior

Senior

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 [kassy.sweeney@wku.edu](mailto:kassy.sweeney@wku.edu?subject=SOA%20Application%20-%20Recommendation).
  + 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 for the position(s) which you are applying.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**AARC/TLC Hours of Operation**

Monday – Thursday: 8:00 am – 7:00 pm

Friday: 8:00 am – 5:00 pm

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 semester. \_\_\_\_\_\_\_

References (2 are required):

|  |  |  |
| --- | --- | --- |
| **Name/Title** | **Department** | **Phone Number** |
|  |  |  |
|  |  |  |