

## Work-Study Application

Name: \_\_\_\_\_ AUAF ID Number: \_\_\_\_\_

Contact Number/s: \_\_\_\_\_

AUAF Email Address: \_\_\_\_\_

Major: \_\_\_\_\_ GPA: \_\_\_\_\_

Your preferred time of work:

8:00-12:00

13:00-17:00

16:00-20:00

Have you been previously employed by work-study at AUAF? \_\_\_\_\_ Yes \_\_\_\_\_ No

If, yes, what office or department: \_\_\_\_\_

Are you eligible to return to that position? \_\_\_\_\_

Would you like to return to that position? \_\_\_\_\_

All jobs will be assigned by the Office of Student Affairs. You can check off any of the position(s) below which you might be interested in but that does not guarantee placement. Departments can recommend students whom they wish to hire but ultimately you will be placed where you are most needed. Those who have previously worked for a department will be the first to be considered for the same positions.

**To be and remain eligible for work-study a student must:**

- **Be a Full-time UG student**
- **Have and maintain a “C” average (2.0 GPA)**
- **Be in good conduct standing (having no conduct violations)**
- **Demonstrate financial need**
- **NOT have paid his/her full tuition for the semester in advance**
- **NOT hold any part/full-time job outside the university**

Positions on Campus: Please put a check mark next to all positions of interest. Remember these are not all available each semester.

<input type="checkbox"/>	Administration	<input type="checkbox"/>	Student Affairs
<input type="checkbox"/>	English Tutor*	<input type="checkbox"/>	Professional Development Office
<input type="checkbox"/>	Math Tutor*	<input type="checkbox"/>	Library
<input type="checkbox"/>	Information Technology	<input type="checkbox"/>	Testing Office
<input type="checkbox"/>	Admissions/tours (limited hours)	<input type="checkbox"/>	Procurement
<input type="checkbox"/>	Communications Office	<input type="checkbox"/>	Other (Specify)

\*Tutors will be placed based on ability in given subject.

“Work-study” will be scheduled around your class times. You will be required to perform all duties as outlined by your immediate supervisor. Prior to beginning your position, you will meet with your supervisor to agree upon on a work schedule and a list of responsibilities. You are expected to always show up to work on time, stay for the duration of your shift, and complete all tasks as assigned by your supervisor. If you need to miss a day of work, or will be late for any reason, you must let your supervisor know as soon as possible. Ideally, you should let them know at least 3 days (72 hours) in advance. If you are sick and unable to work, you agree that you will make up any missed work as required. Two absent days from work without prior notice to your supervisors will result in termination of your contract as work study assistant.

\_\_\_\_\_  
Student Applicants Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

**Submit the Work-study application form along with (1) Page resume to the Office of Student Affairs. Applications without the resume will not be considered.**