



Personal Information

Date of application: _____ Student ID#: _____
 Last Name: _____ First: _____ Middle: _____
 Phone number: _____ Email: _____
 Major area of study: _____ Expected graduation date: _____

Education Information

Name of high school: _____
 Other colleges attended: _____

Returning Work Study Students

Current assignment (department): _____

Would you like to return to same position? Yes No

Job Information: Type of Work Desired

List departments interested in working – 1 being most preferred. Depending on job availability, you may not be assigned one of your preferences. Please see page 2 for a list of departments, job descriptions and availability needs.

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

Skills and Experience

List the skills and experience that you feel qualify you for a position.

By signing you understand if approved for the Federal Work Study program, you are guaranteed a position. You are not guaranteed a position of your choice. This Work Study Job Application must be completed before placement.

Signature: _____ Date: _____

Return form to Missy Wollard, Office of Administration | Email: mwollard@SBUuniv.edu

[Form I-9](#) (must present acceptable documents within three days of hire) | [Federal W4](#) | [Missouri W4](#)

[Direct Deposit Authorization](#) (must include a voided check or statement from bank with account information)



Department	Availability Needs and Job Description <i>Business Hours, unless indicated otherwise</i>
America Reads	Monday - Friday, 8-3:30 p.m.: Reading tutors for elementary school children - must have reliable transportation
Admissions	Monday-Friday: Data entry, filing and mass mailings
Art	Monday - Friday, (evenings and weekends if you choose): Assist art instructors and studio clean up
Athletics	Weekends: Assist instructors and coaches, general office skills, weight room
Behavioral Science	General office duties, data entry, customer service
Business	Monday - Friday: General office duties, run errands, greet visitors, assist with projects as needed
Center for Global Connections (CGC)	General office duties, data entry, assist with Mission's Week, Missions training
Christian Ministry	Monday - Friday: General office duties, grade papers, run errands
Communication Arts	Monday - Friday: Data entry, filing, errands, assist with miscellaneous duties
Dining Commons	Various duties in cafeteria setting, coffee house and sports café
Dorms	Phones, distribution of mail and messages, security shift, and other duties as assigned
Education	Monday - Friday: General office duties, data entry, customer service
Facilities Services	Monday - Friday (some exceptions): Skills in office, housekeeping, mowing lawns, electrical, plumbing, construction, etc.
Financial Aid	Data entry, filing, customer service, greeter, computer skills, receptionist skills/phones, maintain confidentiality
Game Room	Monitor and assist students using the game room
Health Center	Monday - Friday: Data entry, filing, errands, assist with miscellaneous duties, maintain confidentiality
History and Political Science	Greet students and guests, assist supervisor and faculty as needed, run errands
Kinesiology	General office duties, data entry, customer service
Music	General office duties, filing, run errands, assist supervisor with miscellaneous duties
Natural Sciences	Monday - Friday, (some exceptions): Assist instructors with research, biology/chemistry lab assistants
Pike Auditorium	Monday - Friday, Evenings, Weekends (No Sunday Mornings): Help with technical needs for all activities held in Pike Auditorium and support additional campus-wide activities
Registrar Office	Monday - Friday: General office duties, filing, basic data entry, assisting with mass mailing, maintain confidentiality
Residence Life	Assist with daily tasks, run errands and file paperwork
Safety and Security	Monday - Friday: Office/reception duties, ticket writing, patrol, and other tasks as needed
Student Life	General office duties, filing, run errands, assist supervisor with miscellaneous duties
Theatre Production	Monday - Friday, some Weekends: Work in box office, costume shop, or scene shop (building sets)
University Libraries	Computer skills, office skills, miscellaneous duties
University Relations	General office duties, mass mailing, contacting alumni, assist supervisor as needed