**TEXAS A&M UNIVERSITY - CORPUS CHRISTI**

**Office Use Only**

Date Interviewed: \_/\_\_\_/\_\_\_\_\_

Date Accepted: \_\_/ \_\_ /\_\_\_\_\_

Date Denied: \_\_\_ /\_\_ /\_\_\_\_\_

Comments:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CENTER FOR ACADEMIC STUDENT ACHIEVEMENT**

**GLASSCOCK STUDENT SUCCESS CENTER, (361) 825-5933**

***APPLICATION for* Front Desk Kiosk (Office Assistant)**

**General Requirements**: All applicants must have a **2.5 overall GPA** to be considered for employment. **Transcripts and references are required**. At least two references must be faculty.

|  |  |
| --- | --- |
| Please return all Application materials to: | Amy Tucker / Amy.Tucker@tamucc.edu |
|  | Center for Academic Student Achievement |
|  | Glasscock Student Success Center |
|  | 6300 Ocean Drive Unit 5701 |
|  | Corpus Christi, TX 78412-5701 |

**Applying for**: Office Assistant

1. **General Information:**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student ID\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Local Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: Home ( ) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell ( ) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Permanent Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone: ( ) \_\_\_\_\_\_\_\_\_

Have you ever been employed by TAMU-CC? Yes No If yes, dates\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_

Are you currently employed? \_\_\_\_Yes \_\_\_\_No If yes, hours per week\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place of Employment\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone: ( )\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you qualify for financial assistance? \_\_\_\_grant \_\_\_\_scholarship \_\_\_\_work study

How did you hear about this job? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Major\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Classification: \_\_\_\_Freshman \_\_\_\_Sophomore

 \_\_\_\_Junior \_\_\_\_Senior

Minor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_Graduate \_\_\_\_Other

Expected Date of Graduation\_\_\_\_\_\_\_\_\_ Hours Completed \_\_\_\_\_\_Hours Currently Enrolled\_\_\_\_

1. **Educational Background: You must provide an Unofficial Transcript**.

List all colleges/universities attended (most recent first).

Name of Institution\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dates\_\_\_\_\_\_\_\_\_\_ Hours\_\_\_\_\_\_

Name of Institution\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dates\_\_\_\_\_\_\_\_\_\_ Hours\_\_\_\_\_\_

Name of Institution\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dates\_\_\_\_\_\_\_\_\_\_ Hours\_\_\_\_\_\_

Current GPA\_\_\_\_\_\_\_ Do you hold a degree? \_\_\_\_Yes \_\_\_\_No

 If yes, in what area(s)? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**III. Academic References**

You must submit at least two faculty references. You are responsible for asking three references to complete and return the attached reference forms.

Name Title/Dept. Telephone

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**IV. Work Experience** (Indicate current work first. Note - we will call to verify information)

Date Worked Employer Job Title/Duties Supervisor Phone

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

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

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

**V. Organizations** - Membership in any on or off campus organizations (including offices held)

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

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

**Please answer the following:**

1. Why do you think you would make a good Office Assistant at CASA?

2. Summarize computer skills and experience.

3. What do you feel you might contribute to CASA?

4. What do you feel should be the role of a CASA Office Assistant?

All information must be completed for application to be considered. I hereby certify that the above information is complete and accurate to the best of my knowledge. I understand that the CASA staff will check references in order to verify information. I authorize CASA to use photographs of my image for the website or for any other university promotional purpose. If I am selected, the CASA staff will review my work at the end of each semester. If my evaluation indicates a poor performance or if I do not maintain a 3.0 GPA, I will be dismissed. I will perform to the best of my ability in assisting other students, and any other duties assigned to me by the CASA staff.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TAMU-CC IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER AND ENCOURAGES APPLICATIONS FROM WOMEN, MINORITY GROUPS, VETERANS, AND DISABLED VETERANS.

**Texas A&M University - Corpus Christi**

**Center for Academic Student Achievement**

**(361) 825-5933**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please indicate all possible times you **are available** to work by marking the boxes.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Time | Monday | Tuesday | Wednesday | Thursday | Friday | Sunday |
| 8:00 - 9:00 |  |  |  |  |  |  |
| 9:00 - 10:00 |  |  |  |  |  |  |
| 10:00 - 11:00 |  |  |  |  |  |  |
| 11:00 - 12:00 |  |  |  |  |  |  |
| 12:00 - 1:00 |  |  |  |  |  |  |
| 1:00 - 2:00 |  |  |  |  |  |  |
| 2:00 - 3:00 |  |  |  |  |  |  |
| 3:00 - 4:00 |  |  |  |  |  |  |
| 4:00 - 5:00 |  |  |  |  |  |  |
| 5:00 - 6:00 |  |  |  |  |  |  |
| 6:00 - 7:00 |  |  |  |  |  |  |

Applicant\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tutoring Area/Position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
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|  | 6300 Ocean Drive Unit 5701 |
|  | Corpus Christi, TX 78412-5701 |

**Person completing form**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Title**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The applicant named above is a candidate for an Office Assistant position at the Center for Academic Student Achievement. CASA is committed to providing academic support services to aid students in reaching their educational goals and succeeding in the University environment. We would appreciate your assistance in completing this reference form as candidly as possible.

**How long and in what capacity have you know the applicant?**

**Please rate the following items: 1-Not Observed 2 -Poor 3-Fair 4-Good 5-Excellent**

\_\_\_\_\_\_ 1. Desire to relate to students

\_\_\_\_\_\_ 2. Initial impression he/she makes on other students

\_\_\_\_\_\_ 3. Awareness and involvement in subject matter

\_\_\_\_\_\_ 4. Class performance

\_\_\_\_\_\_ 5. Sense of responsibility

\_\_\_\_\_\_ 6. Willingness to help faculty, students, and staff.

\_\_\_\_\_\_ 7. Applicant's ability to communicate effectively

\_\_\_\_\_\_ 8. Responds appropriately to feelings and reactions of others

\_\_\_\_\_\_ 9. Competency in organizing and completing tasks

\_\_\_\_\_\_ 10. Ability to work in groups

\_\_\_\_\_\_ 11. Ability to work with individuals one on one

\_\_\_\_\_\_ 12. Ability to assist people in unpleasant situations

\_\_\_\_\_\_ 13. Ability to relate to authority

\_\_\_\_\_\_ 14. Knowledge of university resources and services

\_\_\_\_\_\_ 15. Ability to represent TAMU-CC with a positive attitude

 **Comments:** (for additional space a page may be added)

\_\_\_\_\_\_ I recommend the applicant without reservations

\_\_\_\_\_\_ I recommend the applicant but have these reservations. Please explain:

\_\_\_\_\_\_ I have substantial doubts about the applicant's ability to be an effective employee at the Center for Academic Student Achievement

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tutoring Area/Position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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