



CAREER SERVICES

Student Aide Application Form

Please complete all sections of this form to apply for student employment.

Name (Last name, First name)		Preferred Name	Student ID#
Date	City	Major	
Phone	Student Email (CCM):		

SKILLS – Check all that apply

Software	Skills and/or Interests	
☐ MS Word	☐ Front Desk / Reception	☐ Bilingual:
☐ MS PowerPoint	☐ Data Entry / Clerical	☐ First Aid / CPR
☐ MS Excel	☐ Customer Service	☐ Lab Assistant
☐ Canva	☐ Organizing / Filing	☐ IT Troubleshooting
☐ Adobe Photoshop	☐ Accounting / Bookkeeping	☐ Data Visualization / Analysis
☐ Adobe Acrobat	☐ Social Media Content	☐ Coding / Programming
☐ Google Docs/Sheets	☐ Communications / Writing	☐ Graphic Design
☐ Tableau or Similar	☐ Cashier / Money Handling	☐ Videography / Broadcasting
☐ CAD or SolidWorks	☐ Event / Activity Support / Tours	☐ Fine Arts
☐ Other:	☐ Peer Support	☐ Other:
	☐ Tutoring - Subjects:	

Check the boxes to indicate times you are in class and CANNOT work.

FALL SEMESTER	Mon	Tues	Wed	Thurs	Fri	SPRING SEMESTER	Mon	Tues	Wed	Thurs	Fri
8:00-9:15 AM						8:00 – 9:15 AM					
9:30-10:45						9:30-10:45					
11:00-12:15						11:00-12:15					
12:30-1:45						12:30-1:45					
2:00-3:15						2:00-3:15					
3:30-4:45						3:30-4:45					
5:00-6:15						5:00-6:15					
6:30-7:45						6:30-7:45					
8:00-9:15 PM						8:00-9:15 PM					

Office Use Only

NOTES: