

ACADEMIC DEVELOPMENT

Employment Application



APPLICANT INFORMATION

Last Name _____ First _____ M.I. _____ Date _____

Andrew ID _____@andrew.cmu.edu Preferred email address (if different from Andrew ID) _____

Local Address _____ Apartment/Unit # _____

City _____ State _____ ZIP _____

Local/Cell Phone () _____ Home Phone () _____

Home Address _____

City _____ State/Country _____ ZIP/Postal _____

School enrolled in _____ Major (or anticipated) _____

Year in School _____ QPA _____

Which position is of most interest to you? **(Please rank order, 1-4)**

_____ Academic Counselor _____ Peer Tutor _____ SI Leader _____ Course Asst., Qatar Campus

Honor Societies, Professional Memberships, Honors/Awards. If you're a Freshman, use high school info:

Are you presently working for another campus department? YES NO

If yes, which department? _____

Are you eligible for Work Study student aid? YES NO

Number of hours you would like to work each week? _____

How did you find out about this position? _____

EXTRACURRICULAR ACTIVITIES

Please list your anticipated involvement in campus/work activities (hobbies, clubs, organizations, part-time employment, etc.) for the next semester and the time commitment for each.

Name of activity/commitment	Hours per week/month

TELL US ABOUT YOURSELF

On a separate sheet of paper please answer the following questions:

1. Why are you interested in this position and why do you feel you would be a good choice?
2. How would you benefit both personally and professionally from a job in Academic Development?
3. What advice would you give to freshmen that would help them become successful students?
4. Have you had any previous experience in helping other students with learning strategies or course tutoring?
5. What personal characteristics do you possess that would make you a good role model for other students?

REFERENCES

Please list two people who can give us insight on your academic career, work experience, or communication skills. People who have interacted extensively with you on school projects, summer jobs, campus jobs, internships, academic programs/research, would be able to do this. For example, former teachers, supervisors, employers, or project leaders would all be good references.

Full Name	Relationship
Position	Phone ()
Address	
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Position	Phone ()
Address	

DISCLAIMER AND SIGNATURE

I hereby attest that all the information stated in this application to be truthful and accurate. I understand that after the applications are reviewed, candidates will be notified and scheduled for personal interviews. I also understand that not all applicants will be granted an interview. **If I am asked to interview, I will bring an unofficial university transcript.**

Signature

Date

For additional information, please contact:

Linda Hooper, Director

Debra Brindis, AC/SI Coordinator

John Lanyon, Peer Tutor Coordinator

Academic Development

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412-268-6878

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