STUDENT JOB DESCRIPTIONS
Western Carolina University
Department of Residential Living

OFFICE ASSISTANT (Up to 20 hours per week)
Responsibilities: basic office duties; answering telephone; typing, filing; making photocopies; computer work to include letters, notices, spreadsheets and databases; taking and relaying messages; customer services including answering questions of students, parents and administrators; running errands; preparing large mailings; and other tasks as assigned.

RESIDENTIAL FACILITIES TECHNICIAN (Up to 20 hours per week)
Responsibilities: performing tasks necessary for maintenance of residence halls, including, but not limited to furniture/furnishing repair; baseboard and ceiling tile replacement/repair; installation and repair of Venetian blinds; light bulb replacement; moving furniture; conducting inventory; manufacturing and repairing window screens.

RESIDENTIAL FACILITIES PAINT CREW (Up to 20 hours per week)
Responsibilities: performing all tasks associated with the preparation and painting of interior masonry of residential facilities, as well as clean-up of same. Painting experience is not required, but preferred.

HOUSEKEEPING ASSISTANT (Up to 20 hours per week)
Responsibilities: assist in the maintenance of all public areas of the residence halls, including, but not limited to vacuuming public areas, sweeping and mopping of stairwells and dusting. During summer clean-up, assist in stripping, waxing and buffing floors; changing out of mattresses, etc.

While employed by the Department of Residential Living, it is expected that you follow the guidelines of Western Carolina University and Department of Residential Living policies and regulations.

If you have any questions, please feel free to contact us at:

Western Carolina University
The Department of Residential Living
1st West Scott Hall
159 West University Way
Cullowhee, North Carolina 28723
828-227-7303
Monday through Friday, 8:00 AM to 5:00 PM
STUDENT EMPLOYMENT APPLICATION
Western Carolina University
Department of Residential Living

Please rank each position for which you are interested in being considered. A “1” will indicate your first choice; a “2” will indicate your second choice, etc.

____ Office Assistant              ____ Residential Facilities Technician
____ Housekeeping Assistant             ____ Residential Facilities Paint Crew

Print/Type Full Name __________________________________________         ID # _________________________

Date of Birth _____/_____/_______                                             Do you have a current valid Driver’s License? ______

Local Address _______________________________________       Local Phone (_____) _____-_______
(If On-Campus: building, room # & suite #)

Home/Permanent Address __________________________________________

Street and/or PO Box #                           City                                     State              Zip Code

Home Phone (_____) _____ - _______                        Cell Phone (_____) _____-_______ (Optional)

WCU E-mail ______________________________         Other E-mail ________________________________

Applicants are expected to maintain a 2.5 GPA or greater at all times, do you currently meet this requirement? __

Proposed Graduation Date (mo. /yr.) ____/______         Major _____________________________________________

Are you a current WCU student? __________               Full-time or part-time? __________________

Are you pre-registered for classes next semester: ____________________?

Please list below the hours you are AVAILABLE TO WORK:

AM      PM

______________________        Monday         ______________________
______________________        Tuesday        ______________________
______________________      Wednesday     ______________________
______________________       Thursday        ______________________
______________________         Friday           ______________________

Total hours per week available for work _______

Dates available for work:     Starting _______________        Ending _______________

Do you anticipate participation in an activity, teaching, internship or other commitments? ___________________

________________________________________________________________________________________________

Have you been hired on-campus for next semester: _______? If so, what Dept. or employer ________________

Are you planning to attend any Summer courses: _______?

The Department of Residential Living strives to employ qualified individuals for each of our student positions. In doing this, we may not be able to accommodate all applicant requests.

(OVER)
Briefly describe any experiences or skills you have had which are relevant to the position(s) for which you have applied.

__________________________________________________________________________________________________________________________________________

In addition to listing your work references below, we are requesting a letter of reference from a previous employer or of character from a professor, advisor, coach, family friend or Church.

**Work References**

<table>
<thead>
<tr>
<th>Place of Employment:</th>
<th>Supervisor’s Name:</th>
<th>Address:</th>
<th>Phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Have you ever been fired or received any disciplinary action regarding previous employment: ____________

If yes, explain fully on an additional sheet. ____________

Have you ever been convicted of an offense against the law other than a minor traffic violation? ____________

If yes, explain fully on an additional sheet. ____________

(A conviction does not mean you cannot be hired. The offense, how recently you were convicted, and other relevant matters will be evaluated in relation to the job for which you are applying.)

By signing below, I certify that the above information is correct and complete. My signature grants permission for the Department of Residential to access my educational records in order to verify information (check grades, disciplinary history, schedules) and process my application.

Applicant’s Signature ___________________________ Date ____________

**For Residential Living Use Only**

<table>
<thead>
<tr>
<th>Records Check:</th>
<th>Academic S U</th>
<th>Conduct S U</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interview Date</td>
<td>Time</td>
<td>Interviewer</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Additional Comments:

________________________________________________________________________

Reference Comments:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________