Office of Student Life

Student Assistant Work Application

The Office of Student Life invites students to apply for the position of Student Assistant. Student Assistants are responsible for assisting the staff of the Office of Student Life in the successful management and implementation of the campus center facility, programs and services. Students will be cross-trained to provide assistance in the following areas: information desk, technical/operations services, office, and clerical assistance. Each student assistant will be cross-trained to work in several areas.

Due to the nature of campus activities and the Campus Center operations, some evening and weekend availability may be required.

ALL STUDENT EMPLOYEES WILL BE REQUIRED TO ATTEND MONTHLY MANDATORY TRAININGS THE FIRST FRIDAY OF EVERY MONTH.

Responsibilities will include but not limited to:

- Routine customer service tasks, requiring basic listening & response skills, basic departmental knowledge, and a friendly, responsive attitude
- Communication of appropriate Campus Center use to students, staff, and faculty
- Operation of the student identification card machine
- Handling, sorting, and distribution of mail, copy jobs, or other important documents
- Simple data entry
- General alpha/numerical filing
- Light cleaning
- Monitoring and tracking data, recording information, and "checking out" equipment & books
- Assisting with the inventory and upkeep of materials and equipment
- Additional specific departmental duties as assigned

Required qualifications/characteristics:

- Highly motivated
- Flexibility
- Self-directed
- Energetic
- Hard-working
- Creative
- Positive team player
- Enjoy working with people

- Previous experience is not a requirement for this position.

All applications should be returned to Campus Center Room 136.

Please attach a copy of your class schedule for the current semester. Applicants may be contacted via phone or email to schedule an interview.

Questions: Contact Office of Student Life

(909) 384-4474
STUDENT WORK APPLICATION
SAN BERNARDINO VALLEY COLLEGE

1.

Name

Last

First

M.I.

☐ Male  ☐ Female

I.D. #

Major

Address

Number Street Apt. #

City State & Zip

Phone # ( )

Area Code Message

Units Completed Degree

H.S. Graduate ☐ Yes ☐ No

Highest Grade Completed

Educational Goal

Career Goal

Estimated Date of Degree/Certificate Completion

Vet.

Transportation to Work: ☐ Car ☐ Bus ☐ Other

U.S. Citizen - ☐ Yes ☐ No

Drivers License ☐ Yes ☐ No

Drivers License Class, (Circle One) A B C

Have you ever been convicted of a felony? ☐ Yes ☐ No

Racial/Ethnic Code (Check ONE only) The following item is used to gather data for reporting purposes ONLY. The results may have an impact on funding levels for certain programs offered by SBVC.

AC Chinese AI Asian Indian AJ Japanese AK Korean AL Laotian

AM Cambodian AV Vietnamese AX Other Asian B Black Non-Hispanic

F Filipino H Hispanic N American Indian PG Guamanian PH Hawaiian

PS Samoan PX Other Pacific Islander W White Non-Hispanic X Unknown

2.

Skills & Abilities

Typing WPM 10 Key Calculator/Data Entry ☐ Sight ☐ Touch

Word Processing

Office Machines

Other Equipment

List other languages you speak, read and/or write

3.

Education

Names of Colleges/Universities attended

Major

Units Completed

Type of Degree

Other Schools/Training Completed

PLEASE WRITE BELOW THE HOURS YOU ARE AVAILABLE TO WORK

Monday Tuesday Wednesday Thursday Friday
4. **Work History**

Describe your work experience starting with your present or most recent job. Include Military or volunteer experience. List main duties, responsibilities and assignments; specific skills and abilities.

<table>
<thead>
<tr>
<th>Employer or Company</th>
<th>Job Duties, Responsibilities, Machines Operated, Tools Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>City and State</td>
<td></td>
</tr>
<tr>
<td>Job Title</td>
<td></td>
</tr>
<tr>
<td>Length of Job</td>
<td>Ending Date</td>
</tr>
<tr>
<td>Employer or Company</td>
<td>Job Duties, Responsibilities, Machines Operated, Tools Used</td>
</tr>
<tr>
<td>City and State</td>
<td></td>
</tr>
<tr>
<td>Job Title</td>
<td></td>
</tr>
<tr>
<td>Length of Job</td>
<td>Ending Date</td>
</tr>
<tr>
<td>Employer or Company</td>
<td>Job Duties, Responsibilities, Machines Operated, Tools Used</td>
</tr>
<tr>
<td>City and State</td>
<td></td>
</tr>
<tr>
<td>Job Title</td>
<td></td>
</tr>
<tr>
<td>Length of Job</td>
<td>Ending Date</td>
</tr>
</tbody>
</table>

5. Do you have a physical or medical condition which limits the kind of work you can do?  
   □ Yes  □ No
   
   If yes, please explain: ____________________________

   I HEREBY GRANT PERMISSION TO FURNISH EMPLOYERS WITH ANY INFORMATION ON MY APPLICATION. I ALSO UNDERSTAND THAT I MAY BE DISQUALIFIED FOR PLACEMENT SERVICES IF I ARRANGE AN APPOINTMENT OR ACCEPT REFERRAL AND DO NOT APPEAR FOR THE INTERVIEW.

   Signed ______________ Date ______________

6. **FOR OFFICE USE ONLY**  

   **Job Referral Record**

<table>
<thead>
<tr>
<th>Job No.</th>
<th>Date</th>
<th>Employer</th>
<th>Job Title</th>
<th>Result</th>
<th>Remarks</th>
<th>Initial</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NOTES: For Office Use Only

__________________________

__________________________