

**STUDENT ASSISTANT APPLICATION**  
School of Teacher Education  
San Diego State University

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

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

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

\_\_\_\_\_

Other Phone: \_\_\_\_\_

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

Current Student Classification: \_\_\_\_\_

Full/Part Time: \_\_\_\_\_

Degree Program: \_\_\_\_\_

Avg. # Units/Semester: \_\_\_\_\_

Are you a classified graduate student? \_\_\_\_\_

RedID: \_\_\_\_\_

Please indicate the office skills you possess:

\_\_\_\_\_ WPM Typing

\_\_\_\_\_ Filing

\_\_\_\_\_ Reception/Phone

\_\_\_\_\_ Copiers

\_\_\_\_\_ Faxing

\_\_\_\_\_ Familiarity with E-mail/Internet

\_\_\_\_\_ Library Research

\_\_\_\_\_ Other (please specify) \_\_\_\_\_

If you have any specific evaluation or research skills, please describe them.

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

Please indicate the computer skills you possess:

\_\_\_\_\_ PC

\_\_\_\_\_ MS Word

\_\_\_\_\_ MS Excel

\_\_\_\_\_ MS Access

\_\_\_\_\_ MAC

\_\_\_\_\_ MS PowerPoint

\_\_\_\_\_ Other (please specify) \_\_\_\_\_

How many hours per week are you available to work? \_\_\_\_\_

What specific hours are you available to work? (General office hours are M-F 8:00 AM – 4:30 PM)

Monday \_\_\_\_\_

Tuesday \_\_\_\_\_

Wednesday \_\_\_\_\_

Thursday \_\_\_\_\_

Friday \_\_\_\_\_

Employment History: List present/most recent experience first.

DATES	COMPANY NAME & ADDRESS	JOB TITLE & DUTIES	SUPERVISOR NAME & PHONE NUMBER

References:

1) Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Relationship: \_\_\_\_\_

2) Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Relationship: \_\_\_\_\_

Are you eligible for Federal Work Study? \_\_\_\_\_

If yes, indicate your Federal Work Study limits for: Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_

You must include a printout of your AidLink Award Summary with your application.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**PLEASE RETURN COMPLETED APPLICATION TO THE  
SCHOOL OF TEACHER EDUCATION  
BUSINESS ADMINISTRATION BUILDING, ROOM 255**