STUDENT EMPLOYEE JOB APPLICATION

## OFFICE OF ADMISSION

## Seaver College, Pepperdine University

The Office of Admission’s student workers serve a vital role in the recruitment of future Pepperdine students. Employees are expected to be accurate and enthusiastic representations of the university and the principles it upholds at all times.

The main responsibilities of the Student Staff include answering phones, conducting campus tours, processing incoming application materials, and inputting prospect information into our database.

We are seeking students who will join our team in serving as proper ambassadors, in all that they do, for Pepperdine’s Seaver College.

# Name: Click here to enter text. CWID# Click here to enter text.

**FINANCIAL AID INFORMATION**

For the 2015-2016 school year, have you been awarded:

Federal Work Study

Pepperdine Work Study

Don’t know

(If you are unsure, your financial aid awards can be viewed in your WaveNet account.)

**GENERAL INFORMATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Year in School: | Major: | Birthdate: | # Current Units: | Major: |
| Email Address: | | Home City: | Home State: | Phone Number: |
| Previous Pepperdine Employment: Y/N  If Yes, when/where? | | Religious Affiliation (Optional): | | Ethnic Background (Optional): |

**How did you hear about employment in the Office of Admission?**

Click here to enter text.

**PHOTO**

Please attach a recent photo of yourself to your application.

**SHORT ANSWER QUESTIONS**

1) Statement of Intent: Why are you are interested in becoming an employee of

the Office of Admission as opposed to other on-campus jobs?

Click here to enter text

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2) What you would contribute to the Admission team and our professional environment?

Click here to enter text.

3) As this is historically a highly competitive position, what is a characteristic that

distinguishes you from other applicants?

Click here to enter text.

4) Why did you choose to attend Pepperdine?

Click here to enter text.

**WORK EXPERIENCE**

Please list your employment experience, beginning with the most recent. (Attach additional pages if needed)

1.

|  |  |  |
| --- | --- | --- |
| Employer Name: | Job Title: | Dates Employed: |
| Supervisor Name: | Supervisor Phone: | Reason for Leaving: |
| Description of Work/Essential Features Performed: | | |

2.

|  |  |  |
| --- | --- | --- |
| Employer Name: | Job Title: | Dates Employed: |
| Supervisor Name: | Supervisor Phone: | Reason for Leaving: |
| Description of Work/Essential Features Performed: | | |

**EXTRACURRICULAR ACTIVITIES**

Please list any extracurricular activities (clubs, organizations, community service, etc.) and include any leadership positions held. (Attach additional pages if needed)

Activity/Organization Leadership positions

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |

**REFERENCE**

Please provide the contact information for someone who can attest to your character and work ethic.

Name:Click here to enter text. Relationship: Click here to enter text.

E-mail Address:Click here to enter text. Phone Number: Click here to enter text.

**CLASS SCHEDULE/AVAILABILITY**

Please follow the instructions closely:

1.) Fill in the spaces that you have classes with **DIV/CLASS #** (for example, ENG 101)

\*If you are an incoming student, your class schedule can be found on your WaveNet account.

2.) Fill in the spaces during the hours you would like to work with a “W”

3.) Fill in other spaces where you will have scheduling conflicts during the hours of 8am-5pm and describe

the commitment

4.) Leave all others spaces blank

PLEASE NOTE: If hired, you may work outside of the hours you prefer/indicated.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| 8-9 |  |  |  |  |  |
| 9-10 |  |  |  |  |  |
| 10-11 |  |  |  |  |  |
| 11-12 |  |  |  |  |  |
| 12-1 |  |  |  |  |  |
| 1-2 |  |  |  |  |  |
| 2-3 |  |  |  |  |  |
| 3-4 |  |  |  |  |  |
| 4-5 |  |  |  |  |  |

How many hours would you like to work per week? Click here to enter text.

\*Minimum = 8 hours per week, maximum = 12 hours per week

Which hours do you prefer?

Morning (8AM-12PM)  Afternoon (12PM-5PM)

You may attach a resume to your application if desired.

Thank you for your interest in employment with the Office of Admission!

Please email your completed application to the Student Staff Coordinator at

kacey.beltz@pepperdine.edu

If you cannot apply online, this paper application will be accepted in the Office of Admission located on the 2nd floor of the TAC.

**The deadline to apply for Fall 2015 is Friday, September 4th by 12:00pm.**