



**Office of Student Activities
Youngstown State University
Application for Employment**

Please review application & requirements before completion.

- Complete the entire application.
- All student employees must be in GOOD STANDING and registered for 3 or more hours for the semester to apply.
- Upon completion, please return this application and a copy of your class schedule (Week at a Glance).

Personal Information

Name: _____ Student I.D. # : _____

Local Address: _____ Home Address: _____

City: _____ State: _____ Zip Code: _____ City: _____ State: _____ Zip Code: _____

Local Phone: _____ Home Phone: _____

Cell Phone: _____ E-mail Address: _____

Emergency Information

Emergency Contact: _____ Phone: _____

Relationship to you: _____

Position(s) Applying For

- Student Monitor/ Programmer -
- Student Office Assistant: Graphic Design - Assist in developing media for department intended for print & digital outlets.
- Graduate Assistant -
- Academic Intern -

Education

Class Rank: Freshman Sophomore Junior Senior Graduate

College Enrolled: _____ Expected Graduation Date: _____

Major: _____ Minor: _____ GPA: _____

Are you eligible for Federal Work Study through Financial Aid? Yes No Unsure

Employment History

List employment, starting with your most recent position. Include any kind of paid internship, volunteer work, etc.

Employer: _____ Position: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Dates Employed: _____

Supervisor/Reference: _____ Phone: _____

Responsibilities: _____

Employer: _____ Position: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Dates Employed: _____

Supervisor/Reference: _____ Phone: _____

Responsibilities: _____

Employer: _____ Position: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Dates Employed: _____

Supervisor/Reference: _____ Phone: _____

Responsibilities: _____

Employment Skills

Check all that apply and explain further below.

Computer Skills

Event Planning

Organizational Skills

Graphic Design (If so, what programs)

Sound Equipment Setup/ Teardown

Customer service

Phone Etiquette/ Message Taking

Public Relations/ Marketing

Why are you interested in working in Student Activities?

Please describe your involvement in student organizations, extracurricular activities, and/or other experiences (high school or college).

What skills will you bring to the Student Activities department?

What is a skill or two you would like to develop further?

Date Available to Start: _____

Work Availability

Fall : _____ Spring: _____ Summer: _____

Name: _____ Phone: _____

Please indicate the times you are **NOT** able to work with an "X", highlight the times you prefer to work and leave the rest of the schedule blank.

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
8-9						
9-10						
10-11						
11-12						
12-1						
1-2						
2-3						
3-4						
4-5						
5-6						
6-7						
7-8						
8-9						
9-10						

Desired hours per week: _____ Maximum hours per week: _____

Both cover letter and resume are required when submitting this application.

Due to changes in registration schedules, The Office of Student Activities will keep your application only until the following semester. If you are still interested in employment with us, you will need to submit a new application and schedule for the following semester.

Student's Signature _____

Date _____

Please return completed application, cover letter and resume to:

Student Activities
 Youngstown State University
 Kilcawley Center, Rm. 2082
 One University Plaza, Youngstown, Ohio 44555
Phone: (330) 941-3575 **Fax:** (330) 941-1440