

Student Information Assistant Application

Thank you for your interest in becoming a member of the Student Information Assistant team. The University Call Center operates Monday-Friday from 8am-5pm between the start of the Fall Semester through the end of the Spring Semester, and 8am-4pm during the summer. We expect our qualified applicants to be available to work a minimum of 10hours/week and at least one break per year. This application will be kept confidential and on file for one year from the date of the receipt.

Today's Date: _____

Name: _____

Email Address: _____

Campus/Local Phone Number: _____

Campus/Local Address: _____

Permanent Phone Number: _____

Permanent Address: _____

Major: _____

Expected Date of Graduation: _____

Have you ever worked on campus before? Y___ N___

If so, where? _____

How did you find out about the position? _____

If a current employee referred you please list who. _____

1. What major university breaks would you be available to work?

2. Summarize your reasons for applying. What attracts you to this position?

3. Explain any customer service training or experience that you have had. How has it shaped your service philosophy?

4. What extracurricular activities and groups are you involved in at Binghamton?

5. Is there anything that would preclude you from working during normal business hours, for any reason?

6. What languages, other than English, do you speak?

Please attach a copy of your schedule including classes, other jobs, obligations, or extracurricular activities. You may mail or bring in your completed application and attachments to Jennifer Bishop, Telecommunications, LNG 214, Binghamton University, Binghamton NY 13902-6000. Thanks again for your interest!