

# Learning Center Employment Application Fall 2016

(Please print neatly and legibly)

Applicant Name:

Date:

Pitt Email:

Cell Phone #:

Please list an available interview date & time:

1. Circle one that applies:      Freshman      Sophomore      Adult Learner

2. Are you a commuter:      Yes      No

3. Please list your intended major:

4. Please circle all skills and experiences that you feel you possess:

Art/Graphics

Clerical/Office Experience

Event planning

Customer Relations

Prior work experience

Leadership experience

Audiovisual

Data Entry

Social Media

Business/Accounting

MS Word, Excel, PowerPoint

Internet/Web Design

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

Are you flexible with hours?    Yes    No

Are you able to help on 1-2 weekends per semester?    Yes    No



Please list some of your hobbies and interests

What interests you about working in the Learning Center? (Use the space below to respond, use back if needed)

## Learning Center Work Study Student

### Contract Terms

1. **Professionalism.** Come to work early or on time on your scheduled days. If you cannot come to work for illness or emergency, please contact the Learning Center prior to absence or as soon as possible. If you do not show up and there is not a reported cause, you will receive a written warning. After THREE written warnings, you may be dismissed. You must remain dependable at all times and be willing to commit to the mission and expectations of the Learning Center and its staff, respectively.
2. **Time Sheets.** You will be responsible for logging your own hours. Only hours that are logged correctly and are genuine will be approved. This is to be a real job experience and you will be treated as any campus staff member would. Your time will not be used to congregate with friends while on duty.
3. **Dress/Attire.** You will be expected to be neat and properly dressed at all times. You will interact daily with students, parents, campus administration, faculty, and staff. Appropriate attire is expected, and if not followed, will be subject for dismissal.
4. **Kindness and Respect.** You will be representing the Learning Center, AT ALL TIMES: on campus, off campus, in your dorms, and in the classroom. You are expected to display respect to all members of campus, including yourself. You represent yourself, your family, your campus & employer.
5. **Data/Technology.** All employees of UPT are subject to termination, investigations and prosecution of indecent or illegal computer use. All activity is recorded in the system mainframe. Sensitive data and student information should remain confidential at all times. Personal and campus phones, cell phones, computers, and electronic devices are to be used for professional activities ONLY while on the job.
6. **Eligibility.** Work study eligible students must maintain a 2.0 (C) cumulative grade point average and meet satisfactory academic progress requirement of a 67% pass rate to remain employed at the Learning Center.

*Please include a copy of your class schedule and return employment application to the director or any faculty tutor in the Learning Center, Haskell Memorial Library Rm 103.*

