**Supplemental Workshops**

**Program Assistant Application**

**Applicant Information**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *Name:* |  | | | | | *EMPL-ID:* |  | | |
| *Cell Phone:* |  | | | *Cal Poly Email:* | |  | | | |
| *Major:* |  | *Class (ex: Freshman):* | | |  | *Cumulative GPA:* | |  | |
| *Expected Graduation Quarter (ex: Spring 2023):* | | |  | | | | | |

**Applicant Questions**

1. ***The Job*** – Tell us what interests you about this position.
2. ***Office Experience*** – What experience do you have in performing clerical or administrative tasks?
3. ***Interpersonal Experience*** – Describe your experience working with others in both leadership and team settings, such as group projects, team sports, and volunteer work.
4. ***Skills & Abilities*** – Describe your work-related skills and abilities, including work ethic and experience with various computer applications. In other words, what will you bring to the job?
5. ***Work Hours*** – The Academic Skills Center is open 9am-5pm Monday through Friday. During the time of virtual work, the hours of operation remain the same. Can you work 16-20 hours per week in blocks of 2+ hours?
6. ***References*** – We require one recommendation from a Cal Poly professor. You may also submit a second, optional recommendation from either a professor or a supervisor from a past/current position. Provide the names and contact information for the references below. Send your reference(s) the recommendation form, which he or she will return separately to us.

If hired, you must provide your actual Social Security card or Work Permit to the University Payroll Services office. Copies will not be accepted—you must submit original documents.

Send all application materials to [sws@calpoly.edu](mailto:sws@calpoly.edu).

**Application and Recommendation Form Deadline: October 14, 2020**