

GSB Student Office Assistant Position Application

Mario J. Gabelli School of Business

Eligibility:

Students who are eligible for work study through their financial aid package. This position requires a minimum of 5 hours per week but no more than 10 hours per week. This position is subject to the student's sustained adherence to the student code of conduct, being otherwise in good academic standing, favorable evaluations by the academic leaders /employer, and continuation of adequate funding.

Name:

ID#

Major(s):

Cell Phone:

Email:

Are you eligible for work/study funding?	Yes	No
Have you previously had a job?	Yes	No
If yes what is /was your job title?	Yes	No
Will you be continuing that job?	Yes	No

Please rate how proficient you are with the following applications and web based platforms:

	1 No Experience	2 Beginner	3 Novice	4 Advanced	5 A Real Pro
Microsoft Outlook					
Microsoft Excel					
Microsoft Word					
Google Docs					
Adobe PDF					
Power Point					
Canva					
Adobe Spark					
Hawk Link					

In the space below, tell us why you are interested in the GSB Student Office Assistant position including the strengths you would bring to the position.

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Please list other RWU activities in which you will be involved.

Please tell us about your other commitments for the upcoming semester (other work as well as classes requiring significant time commitment).

Thank you for your interest.

Please return the completed application to GSBusiness@rwu.edu or to the Mario J. Gabelli School of Business Deans office in SB109 Applications will be reviewed as they are received.