



Merced College
Student Success Program
Student Assistant Application Packet

Instructions

1. **Student Assistant Job Description**-Carefully review and verify that you meet all the Student Assistant job requirements on page 2 of this application packet. Contact the Student Success Office (209-384-6177) should you have any questions.
2. **Student Assistant Application**-Complete this application packet to the best of your knowledge.
3. **Additional Required Documents**-Print an unofficial copy of your transcript(s) and class schedule.
5. Submit your completed Student Assistant Application Packet (including unofficial transcript(s) and class schedule) to the Student Success and Tutorial Center located in the Student Success and Tutorial Center Building, Room 1.
6. Once you have submitted your completed Student Assistant Application, the Student Success Office will review your application and contact you should there be a Student Assistant position available.

Should you be called and scheduled to interview for a Student Assistant position, you will meet with the Director of Student Success. Please arrive to your interview on time, be prepared, dressed to impress, and remember to SMILE. The Student Success Office is looking for qualified Student Assistants who want to help students, so be sure to show your enthusiasm.

7. Should you be hired as a Student Assistant you will be required to attend a mandatory (4 hour) orientation/training prior to the start of the semester. This training is usually scheduled on the Thursday of the week prior to the beginning of fall and spring semesters. You will also be required to attend monthly paid training meetings throughout the semester.



Merced College Student Success Program Student Assistant Job Description

Student Assistant Application Requirements

- Must be enrolled in at least six units during fall/spring (three credit units during summer) at Merced College. Students who qualify for Federal Work-Study are required to enroll in at least 12 units to continue eligibility.
- Submit a completed Student Assistant application, class schedule, and unofficial transcript.

Job Duties and Responsibilities

- Participate in the mandatory orientation/training prior to the start of the semester.
- Assist students sign-in and sign-out of the labs (Student Success and Tutorial Center and Study Central)
- Assist faculty, staff and students in various clerical functions.
- Direct students to faculty and staff for assistance.
- Greet students and provide information on other support services offered at Merced College.
- Perform clerical duties, including filing, data entry, and answering phones.
- Maintain printer paper, monitor printer usage, and verify student's print cards.
- Update event boards and post flyers.
- Notify staff, faculty, or the Student Success Director of any concerns that may arise in the Tutorial Center, Study Central, and Math Labs.
- Meet with area supervisor(s) for evaluations.
- Maintain and submit a weekly time sheet for contracted hours.
- Notify the Student Success and Tutorial Center faculty, staff or Director of Student Success of any concerns that may arise.
- Perform other duties as assigned.

Job Standards

- Be punctual.
- Help create a positive atmosphere conducive to learning in the labs.
- Be diligent in carrying out duties.
- Effectively relate to students, staff, and faculty.
- Dress appropriately (no low-cut clothing that shows certain body parts).
- Maintain personal hygiene.

Evaluations

- Evaluation by area supervisor(s) in regards to effectiveness and carrying out assigned duties. (2)
- Evaluation by the Director of Student Success on attendance, attitude, and performance. (1)



Merced College Student Success Program Student Assistant Application

For Office Use Only Interview Date: _____ Hire Date: _____

Semester You Wish to Begin Working: _____ Today's Date: _____

Student ID: _____ Returning Employee? Yes No

Last Name: _____ First Name: _____ Middle: _____

Address: _____ City: _____ Zip: _____

Phone: _____ Student Email: _____@campus.mccd.edu

Can you provide verification of your legal right to work in the United States? Yes No

Are you currently working at Merced College in any capacity? Yes No

If yes, list job title & location: _____ How many hours per week? _____

Number of units enrolled in this semester: _____ Major in school: _____

What semester do you plan to graduate/transfer from Merced College? _____

List language(s) you speak other than English: _____

Are you willing to speak in this language(s)? Yes No

AVAILABILITY-Please provide your schedule for the week in the area below. Use (X) for hours you are available for tutoring. Use (C) for hours you are in class. *Be sure to allow yourself enough time to walk to/from the lab you will be working in and your classes.					
	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 – 9:00 AM					
9:00 – 10:00 AM					
10:00 – 11:00 AM					
11:00 AM – 12:00 PM					
12:00 – 1:00 PM					
1:00 – 2:00 PM					
2:00 – 3:00 PM					
3:00 – 4:00 PM					
4:00 – 5:00 PM					
5:00 – 6:00 PM					
6:00 – 7:00 PM					

WORK HISTORY-Please provide your work history in the area below.

Company Name	Job Title	Name of Supervisor	Phone Number	Reason for Leaving	May we contact for reference?

Writing Sample

Please explain why you would like to be a Student Assistant. What experience and education do you have that qualifies you to be a Student Assistant?

What experience do you have working with students of diverse ethnic and academic backgrounds?

Signature

Signature: _____ Today's Date: _____