Dear Student,

Please complete the application below and return it immediately to the Student Employment Office, Thebaud Hall 1st FL, Fordham University, Bronx, N.Y. 10458. If you are a first time grant recipient or if you do not want to return to your prior position, contact the Student Employment Office at the Rose Hill campus after you return the form to arrange for a placement interview. Placement interviews for the Academic Year will begin Monday, July 16, 2018.

If you are returning to a prior position, please complete and send the application to the Student Employment Office and report to your department’s supervisor as soon as you arrive on campus to complete all required reinstatement paperwork before you start working.

The Student Employment Office telephone number is (718) 817-3820. Office hours are 9 a.m. to 5 p.m., Monday through Friday excluding six Fridays in July to mid-August when the University will be closed. If you are unable to schedule an interview during the summer, please call the Student Employment Office for alternate arrangements. We are unable to accommodate walk-in interviews.

If you have not arranged for an interview or completed your reinstatement paperwork by August 29, 2018, your work grant will be rescinded. If there are any mitigating circumstances, please call our office.

Work grants will extend from August 29, 2018 to May 18, 2019. This grant is earned by working and is paid directly to the student on a monthly basis. It is not credited toward tuition.

Thank you,
Student Employment Office

JOB CATEGORIES

CLERICAL: Typing, filing, copying, answering phones, some computer knowledge helpful, e.g. word processing, data entry, etc.

COMMUNITY SERVICE: Opportunities in various local shelters, health services, public recreational development, neighborhood improvements, tutoring and support services to the disabled and elderly.

COMPUTER ASST: Assist users with various software applications, printing, troubleshooting, and documentation.

COMPUTER TECHNICAL ASST: Assembly and installation of PCs for users. Troubleshooting of computer devices on campus.

DESK ASST: Duties include but are not limited to maintaining sign-in/sign-out sheets and enforcing University visitation/guest policies at the entrance of Rose Hill Residence Halls from 5:00pm-10:15pm. Weekends may be required.

LANGUAGE LAB: Duplicating audio, video and DVD material, updating computers, clerical work and light maintenance of Language Lab. Will be trained to run all equipment.

LIBRARY AIDE: Shelves books, provides coverage in reference, circulation and reserve areas. Some weekend and evening shifts may be required.

LIFEGUARD: Requires Training/ First Aid/ CPR cards. Works at Rose Hill Lombardi Center pool. Must be available some evenings and weekends.

LITERACY/MATH TUTORS: Tutor students from grades Pre-K thru 6th. All tutoring will be performed in classrooms or other approved areas. Tutors will be trained in tutoring techniques. All tutoring placements are off-campus.

LOMBARDI CENTER: Intramural Asst., Clerical, Event Staff, at the Rose Hill Campus. Must be available evenings and weekends.

MEDIA AIDE: Set up and operate Audio/Visual equipment. Deliver equipment to all parts of campus. Some clerical work. Driver’s license required for RH.

SECURITY: Provides desk coverage and meal relief for guards (8-hour shifts). Some weekend and evening shifts may be required. If you have an early morning class, you cannot be considered for an evening shift the night preceding your class.

SPORTS RELATED: Trainers, Team Managers, Equipment Room Assistants, and Clerical positions in the Athletic Department at Rose Hill. All positions except Clerical require weekend and evenings.

THEATRE & VISUAL ARTS: At LC Scene Shop, Prop Asst., Costume, Photography Darkroom Asst., Media Lab Asst.

VAN DRIVER: Drives RamVan between various campuses and properties. Requires valid driver’s license, written DMV test, road test, and physical exam. Must not have more than 1 violation and/or 1 accident. Must be adept at dealing with city traffic. Some weekend and evening shifts may be required.
FORDHAM UNIVERSITY
WORK-STUDY PLACEMENT FORM
Academic Year 2018-2019

A. BASIC INFORMATION

1. Name: ___________________________________________ FIDN ________________________
   Date _________________________

2. Local Address: Street __________________________ APT. # __________________________
   Tel:(___)____________________ E-mail: ______________________
   City State Zip __________________________

3. Permanent Address: Street __________________________ APT. # __________________________
   Tel:(___)____________________ Cell: (___)____________________
   City State Zip __________________________

4. In which School of Fordham University are you enrolled? FCRH _____ GSBRH_____ FCLC _____
   GSBLC_____FSPCS _____ Grad. Program ___ Full-Time ___ Part-Time ___ ; Day _____ Eve _______

5. Year of Graduation __________ ; Major _______________; Commuter _____ Resident _____

B. EMPLOYMENT INFORMATION

1. Have you previously been assigned to a position through the Office of Student Employment?___________
   If yes, Name of Department _____________________________ Would you like to return there? Yes_____ No ______
   Campus Preferred: ROSE HILL___________ LINCOLN CENTER__________

2. Have you participated in community service activities? Yes ____ No ____ If yes, duration of time __________

   ★ ★ ★ If you are a continuing student and wish to return to the same Department
   STOP HERE and RETURN this form to the Student Employment Office ★ ★ ★

3. Previous work experience (voluntary/paid work):
   Employer Position Duration
   __________________________________________________________
   __________________________________________________________

4. Skills: Typing____ Office Skills ____ Media Equipment ____ Accounting ____ Lifeguard ____ Tutoring_____
   Driver’s License___ Basic Computer-Related Skills ________________________________________________
   (Specify: Word, Excel, etc.)

C. TYPE OF JOB YOU PREFER

Please see list of job categories above and indicate your choices in order of preference:

1. ___________________________ 3. ___________________________
2. ___________________________ 4. ___________________________

1. Are there any limitations on your availability to work (e.g. time, varsity sports, other)? If so, how will this
   affect your work schedule?
   ____________________________________________________________________________________________

FOR OFFICE USE ONLY:
Date:_________________ FAFSA: Yes_____ No_______ FWS ____________ UWS _________
D/I : ___ UN:__________ AS:_______ CR:________ ORIG___________ ALT _____________