



TEXAS A&M UNIVERSITY

College of
Architecture

Part-time Position Application

Position Title: Student Assistant – Student Services

Instructions to Applicants: Applications received by Texas A&M University must have all job application data entered. Failure to provide all job application data or a complete resume could result in an invalid submission and a rejected application. We encourage all applicants to include a resume and cover letter.

Due to Texas A&M University rules and regulations, student employees can work a maximum of 29.75 hours per week. All applicants are subject to a criminal history investigation, and employment is contingent upon the completion of the criminal history check. Employees may not start working until cleared by Business Office.

JOB DETAILS

JOB DESCRIPTION SUMMARY

The Student Assistant, under general supervision, schedules and checks-in appointments for the advising staff, field phone calls for the office and refers patrons accordingly, manages and maintains the front desk, ensures that office supplies and commonly used forms are kept in-stock, and contributes to the overall mission of Student Services. May be assigned individual projects by the advising staff. The Student Worker I may also be required to assist with other departments in the College of Architecture as needed.

Our operating hours are from 8 a.m. to 5 p.m. Monday – Friday. We are located in Langford Building A, Suite 219.

Hourly Wage: \$7.50

Approximate Hours Per Week: 20

QUALIFICATIONS

We are looking for dependable, punctual, self-motivated students who can work with minimal supervision. Student workers must demonstrate a willingness to learn the various office procedures and be able communicate and use that knowledge to assist customers (students, faculty, staff) with any problems.

Minimum Qualifications: Active student at TAMU. Current College of Architecture undergraduate student (Underclassmen strongly preferred). Able to give tours of the College of Architecture (Will be trained). Work a minimum of 10 hours per week (Most workers average 15 hours per week). Know the basics of Microsoft Office products and be willing to learn about others. Able to work special events on Saturday maybe once a year (Aggieland Saturday)



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LEARNING OUTCOMES

Oral/Written Communication - A student will learn how to articulate their questions/ideas in a clear and concise manner, listen actively to customers while assisting them, and write in a professional manner (i.e. emails, office flyers, etc.) Teamwork/Collaboration.

HOW TO APPLY

Send completed application to Michael White at mwhite@arch.tamu.edu with subject line "Student Assistant Application." Resumes and cover letters are welcome in addition to the application.



PART-TIME JOB APPLICATION

PERSONAL INFORMATION:

Full Name: _____

UIN: _____

Email Address: _____

Contact Phone Number: _____

CURRENT EMPLOYMENT

Are you currently employed by Texas A&M University? Yes No

If so, what department? _____

AVAILABILITY

Date You Can Begin: _____

What times are you available to work?

Day of the Week	Hours Available to Work
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

Additional Question: Are you available to work in-person? _____