



# Student Employment Application 2018-2019



**For Further Information, Contact**  
**Crandall University, Student Development**  
 Box 6004, Moncton, NB E1C 9L7

1-888-968-6228 | [crandallu.ca](http://crandallu.ca)

**Please submit your résumé with completed application form to the Student Services Desk or by emailing [crystal.knowles@crandallu.ca](mailto:crystal.knowles@crandallu.ca)**

Information to include in your résumé: your recent employment history, personal and employment references, computer skills, typing speed, technical abilities (i.e. sound and light), and other related skills and experience.

### Current Information

Name \_\_\_\_\_ Phone number \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Country \_\_\_\_\_

Email \_\_\_\_\_

### Academic Information

Will you be enrolled as? Check the appropriate box(es).

- full-time student     part-time student     international student     transfer student
- visiting student     Oxford student (winter semester)

What year of study are you entering? \_\_\_\_\_ Current GPA \_\_\_\_\_ Major \_\_\_\_\_

Vocational goals: \_\_\_\_\_

### Housing Plans

- On-campus housing     Off-campus housing

I hereby submit this application for consideration for a student employment position at Crandall University.  
 I confirm that the information included in this application is accurate and complete to the best of my knowledge.

Student Signature \_\_\_\_\_

Student Number: \_\_\_\_\_ Date: \_\_\_\_\_

**Interviews for student employment are normally held in September.  
 Students will be contacted by the department supervisor if granted an employment interview.**

## On-Campus Employment – September-April

Listed below are the job categories currently available and the general requirements for each.  
Please mark the boxes in order of preference of the top *three jobs* you would like to apply for.

Please note: all student employment positions are subject to annual budget approval.  
Student employment positions are normally awarded to full-time students and pay minimum wage.  
Hours of employment vary.

### Descriptions of Jobs

- Technical Support Assistant:** The position provides support services to faculty, staff and students. Experience with troubleshooting either Windows- or Mac-based software and hardware.  
  
REQUIREMENTS: strong communication skills, physical stamina, proficient in Microsoft Office and audio visual equipment, self motivated. For more information about this job, see the last page of this application form.
- Cafeteria/Café:** Preparation and serving of food, cleaning of kitchen facilities and dishware, as well as cashier duties. Other duties as required.  
  
REQUIREMENTS: High standards of personal hygiene, initiative, enthusiasm, ability to work well with others, must enjoy working with the public, friendly and honest.
- Library Assistant:** Attending the circulation desk, cataloguing, shelving books, and other duties as required. Library assistants will be required to work some evenings and Saturdays. The work period extends through exam week of both semesters.  
  
REQUIREMENTS: Initiative, ability to work independently, computer skills, attention to detail, reliability, friendly, able to work well with others, must enjoy working with the public.
- Residence Janitor:** Includes general upkeep and cleaning of common areas in the student residence, i.e. lobby, elevator, lounges, study rooms, pod washrooms, stairwells, hallways, garbage, etc.  
  
REQUIREMENTS: Must live in the residence, ability to work independently, attention to detail, neat and tidy.
- Sound Operator:** Responsible to make sure everything is set up prior to each chapel in the Brinton Auditorium, including all sound equipment, LCD unit, pulpit, etc.  
  
REQUIREMENTS: Competent in running sound and setting up sound equipment, trustworthy and prompt, coordinates sound volunteers, able to work with worship teams.
- Janitorial (Murray Hall/Stultz Hall):** Cleaning of the facilities such as classrooms, laboratories, hallways, library cafeteria, and lounges, along with other duties from time to time.  
  
REQUIREMENTS: Physical stamina, reliability, neat and tidy, attention to detail, honesty, and initiative.
- General Office:** This student will be responsible for the receptionist duties for Finance and Registrar's Offices, including the student mail.  
  
REQUIREMENTS: Friendly, reliable, initiative, ability to work independently, computer skills an asset, must enjoy working with the public, and be able to interact pleasantly.

- Gym Attendant:** This student is responsible for maintaining a clean and orderly appearance of athletic facilities. Some gym supervision may be required.

REQUIREMENTS: Responsible, committed, attention to detail, and can work independently.

- Bookstore:** Includes servicing customers, stocking shelves, ordering stock, receiving and returning stock, and assisting with maintaining an attractive, safe, and clean environment in the bookstore. Other duties as required.

REQUIREMENTS: Friendly, strong basic math & money handling skills, customer service skills and experience, neat, clean appearance, team player, dependable, organized, detail-oriented, punctual, ability to accept and follow directions in a timely fashion, ability to work independently. Applicants must be available to work flexible shifts which may include evenings and weekends.

- Faculty Assistant:** This student works closely with a professor in a particular course by handling such tasks as marking assignments and tests, photocopying and/or collating materials, researching information in the library and distributing course materials to students.

REQUIREMENTS: Returning students only, strong background in the course or discipline involved, a cumulative GPA of at least 3.00, responsible, able to maintain high level of confidentiality, can work independently, and familiarity with library

Please indicate which professor you would like to work with, according to preference:

Professor's name: \_\_\_\_\_ Course: \_\_\_\_\_

Professor's name: \_\_\_\_\_ Course: \_\_\_\_\_

Note: Faculty Assistant positions are subject to annual budget approval.

**On-Campus Summer Employment Applications** are available early in the winter semester.

### Office Use Only

Date Received: \_\_\_\_\_ Date Notified: \_\_\_\_\_

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_