



**Student Life Work-Study Job Application**  
 Student Life Office  
 (313) 993-1150

<b>Student ID:</b>		<b>Work Study Total Award: \$</b>
<b>Name:</b>		
<b>Home Address</b>	<b>City</b>	<b>State &amp; Zip</b>
<b>Local Address</b>	<b>City</b>	<b>State &amp; Zip</b>
<b>Phone Number</b>	<b>Alternate Phone</b>	<b>Email address</b>
<b>In case of emergency, please notify:</b>	<b>Phone</b>	<b>Name</b>

University/College	Major & Year in School	From(mo/yr) To (mo/yr)	Anticipated Graduation

**References:**

*Please list 2 references who are non-relatives and personal friends*

<b>Name</b>	<b>Phone</b>	<b>Relationship</b>
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<b>Name</b>	<b>Phone</b>	<b>Relationship</b>
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**Why do you want to work for the Student Life Office?**

**List other skills and additional qualifications**

Employer Name & Type of Business	Position (Briefly Describe Duties)	From (mo/yr) To (mo/yr)	Reason for Leaving
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**I am interested in the following positions:  
(Check all that apply)**

**Grounds Coffeehaus**

The position requires employees to maintain the general cleanliness of Grounds Coffeehaus, making drinks, operating and maintaining the cash register, and maintain an ongoing event calendar. For more information, please contact [groundscoffee@udmercy.edu](mailto:groundscoffee@udmercy.edu).

**Student Life Office Assistant**

This position requires various duties including answering student, faculty, parent questions, filing, answering telephones, and other duties as assigned. Some responsibilities require preparing correspondence, form filing, planning events and activities. Office assistants work in all areas of the Student Life Office reporting to the Associate Dean, Assistant Directors and Office Coordinator of SLO. The positions are located in the Student Life Office. For more information please contact the Drew Peters at [petersas@udmercy.edu](mailto:petersas@udmercy.edu).

**Titan Info Center Attendant**

Please contact Dorothy Stewart at [stewardm@udmercy.edu](mailto:stewardm@udmercy.edu) for more information.

**SUMS/Games Room Attendant (Mailroom)**

This position requires employees to check-out games equipment to students maintain all equipment in the SUMS area including audio equipment, process and maintain SUMS mail and aid students with questions concerning the SUMS mail operation. For more information please contact Adam Hollmann at [hollmaap@udmercy.edu](mailto:hollmaap@udmercy.edu).

**Applicant Checklist**

**I have completed my FAFSA application for this academic year?**

**I have been awarded work-study for this academic year?**