

**DEVRY UNIVERSITY
SOUTH FLORIDA CAMPUS**

<i>Name</i> _____	<i>Date</i> _____
<i>Program Major</i> _____	<i>Terms Completed:</i> _____

**FACULTY ASSISTANT / STUDENT ASSISTANT
EMPLOYMENT APPLICATION**

A. Qualifications

1. MINIMUM CUMULATIVE GRADE POINT AVERAGE REQUIREMENTS:
Faculty Assistants must maintain a cumulative GPA of 3.0, preferably 3.5.
Student Assistants must maintain a cumulative GPA of 2.0, preferably 2.5.
2. Faculty Assistant applicants should be in their second semester or higher.
3. Applicants must obtain written recommendations from an instructor or full-time staff member.

B. General Information

1. Starting wages will be \$7.21/hour for entry-level positions.
2. Average work-week will be 8-19 hours, or a maximum of 999 hours per calendar year.
3. Work between semesters and during holiday break and registration periods may be required.
4. Proper attire is mandatory. All Faculty Assistants and Student Assistants are required to follow the established dress code policy. Business attire may be required for special events.

C. Important Considerations

1. Due to fluctuations in student population, students cannot automatically be guaranteed a continuing position from semester to semester.
2. All Faculty Assistants and Student Assistants will have their transcripts reviewed after each semester. Students need to maintain the cumulative GPAs as stated above.
3. All Faculty Assistants and Student Assistants must adhere to all policies and regulations stated in the Student Employee Handbook.
4. All job offers are contingent upon passing a background & drug screening.

I have read and understand all of the above criteria.

Signature

Date

**DEVRY UNIVERSITY
SOUTH FLORIDA CAMPUS**

**FACULTY ASSISTANT / STUDENT ASSISTANT
EMPLOYMENT APPLICATION**

Name: _____

Social Security Number: _____

DSI#: _____

Email Address: _____

Contact Information

<i>Local address:</i>	<i>Permanent address:</i>
City, State, Zip	City, State, Zip
Phone Number:	Phone Number:
()	()

Education Information

<i>High School/College:</i>	<i>High School/College:</i>
City, State	City, State
Major/Degree Obtained (if applicable):	Major/Degree Obtained (if applicable):
Date of Graduation:	Date of Graduation:

Employment Information

<i>Employer:</i>	<i>Employer:</i>
Address:	Address:
Phone Number/Supervisor's Name:	Phone Number/Supervisor's Name:
()	()
Employment Dates:	Employment Dates:
Responsibilities:	Responsibilities:

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**FACULTY ASSISTANT / STUDENT ASSISTANT
EMPLOYMENT APPLICATION**

Which type of position(s) are you interested in applying for?

Tutoring Lab Assistant Grading Office Support

Number of hours you wish to work and when (morning, afternoon, evening)? _____

Classes prefer to tutor/not to tutor? _____

Current GPA _____ Standardized Test Scores _____

Background:

Briefly summarize your background and experiences that qualify you for this position. Also, state your reasons for wanting to work at DeVry.

Awards/Honors: (scholarships, high school, college, etc.)

Interests: (hobbies, organizations, community involvement, etc.)

Computer/Electronics Experience: (hardware, software, certifications, etc.)

Additional Skills: (related coursework, typing, etc.)

I guarantee that the information provided in this application is true to the best of my knowledge.

Signature

Date

**DEVRY UNIVERSITY
SOUTH FLORIDA CAMPUS**

**FACULTY ASSISTANT / STUDENT ASSISTANT
EMPLOYMENT RECOMMENDATION**

Applicant: Complete the top portion of this form and give it to the designated instructor or full-time staff member.

Applicant's Name: _____ Applicant's Major: _____

Recommended by (Name of faculty/staff member): _____

The above named student is applying for a position as a Faculty/Student Assistant. Please rate him/her based on your classroom encounters to the best of your ability. Please thoroughly evaluate this student's abilities by considering the impact his/her employment may have on you, your colleagues, and our students. Circle the appropriate areas below and provide any related information about this student below.

Please return to Student Services.

1.	Knowledge of subject matter:	1 Excellent	2 Satisfactory	3 N/A	4 Unsatisfactory	5 Poor
2.	Cooperation/ability to work with others:	1 Excellent	2 Satisfactory	3 N/A	4 Unsatisfactory	5 Poor
3.	Oral communication ability:	1 Excellent	2 Satisfactory	3 N/A	4 Unsatisfactory	5 Poor
4.	Written communication ability:	1 Excellent	2 Satisfactory	3 N/A	4 Unsatisfactory	5 Poor
5.	Punctuality/dependability:	1 Excellent	2 Satisfactory	3 N/A	4 Unsatisfactory	5 Poor
6.	Appearance/manner:	1 Excellent	2 Satisfactory	3 N/A	4 Unsatisfactory	5 Poor
7.	Professionalism/integrity:	1 Excellent	2 Satisfactory	3 N/A	4 Unsatisfactory	5 Poor

How many terms have you known this student? _____

Additional Comments:

Signature

Date

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SOUTH FLORIDA CAMPUS**

**FACULTY ASSISTANT / STUDENT ASSISTANT
EMPLOYMENT RECOMMENDATION**

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