

Educational Resource Center

775 Commonwealth Avenue
 Boston, Massachusetts 02215
 T 617-353-7077 - F 617-353-5960

www.bu.edu/erc

Center for Career Development

19 Deerfield Street
 Boston, Massachusetts 02215
 T 617-353-3590 - F 617-353-9350

www.bu.edu/careers

Student Desk Assistant Application

Date Submitted: _____

Contact Information:

Name: _____

BU ID: ____-____-_____

Local Telephone: (____) ____-_____

Local Address: _____

E-mail: _____

Academic Information:

Year of Graduation: _____

College/School: _____

GPA: _____

Major: _____

Please tell us what your availability will be next semester during the following time periods.

Please take into consideration your academic, extra-curricular and other job schedules:

Hours of Operation	Your Availability
Monday (8:30 a.m - 10 p.m.)	
Tuesday (8:30 a.m.- 10p.m.)	
Wednesday (8:30 a.m.- 10 p.m.)	
Thursday (8:30 a.m. - 10 p.m.)	
Friday (8:30 a.m.-5 p.m.)	
Sunday (11:30 a.m.- 10 p.m.)	

Please attach a copy of your resume and a cover letter describing your interest in the Student Desk Assistant position. Please indicate how your skills from previous experiences demonstrate your fit for this position. When complete, you may submit your application to the ERC front desk or scan and e-mail your application to Nora Burnham at norasb@bu.edu.

Please note that to be a Student Desk Assistant you will be required to attend our fall 2012 training session on Saturday, September 8th. Attendance is mandatory.