

UNIVERSITY HOUSING & NEW STUDENT PROGRAMS

Fiscal Assistant Application

Date: _____

Name: Last _____ First: _____

Student ID # _____ What is your Major? _____

PERMANENT ADDRESS:

Street _____ What year are you now? _____

City, State _____ When could you start? _____
Would you be able to work during the summer? _____

Zip _____ What are your career goals? _____

LOCAL ADDRESS:

Street _____ Res Hall _____

City, State, Zip _____ Apt Complex _____

Phone _____ Room/Apt No. _____

E-mail _____

WORK EXPERIENCE: (please provide dates and names of supervisors)

FIRM: _____ Work Responsibilities: _____

Address: _____

Telephone _____

Supervisor _____

WORK EXPERIENCE: (please provide dates and names of supervisors)

FIRM: _____ Work Responsibilities: _____

Address: _____

Telephone _____

Supervisor _____

Please attach your resume.

Please return to: Sharon Charlton

Button Hall, Mail Stop 7513

Or email to charltos@cwu.edu

FISCAL ASSISTANT APPLICATION QUESTIONS

NAME _____ DATE _____

1. What is your experience, if any, with University Housing and New Student Programs?
2. Have you lived in a residence hall or a campus apartment?
3. Describe your accounting or bookkeeping experience.
4. Describe your computer experience. Excel? PowerPoint? PowerPoint Presentations? Access?
5. Are you able to work independently?
6. What does the word "DEPENDABLE" mean to you?
7. What does the word "INTEGRITY" mean to you?
8. What is unique about you that would benefit this work place?

The position of Fiscal Assistant in this office is regarded as a "real" office type position. You would be expected to handle yourself in a professional manner and complete your work accurately, neatly and in a professional manner.