

**ST. LUKE'S COLLEGE
SIOUX CITY, IOWA**

WORKSTUDY APPLICATION

By completing this application it does not guarantee you will receive workstudy! A Free Application for Federal Student Aid (FAFSA) must be completed. (Workstudy eligibility is determined by the FAFSA).

PLEASE PRINT:

Date _____ Student Name _____

Permanent Address _____

Phone Number _____

Previous Work Experience:

Position	Employer	Dates	Responsibilities

GPA _____ Grade Level _____

Approximate hours per week you can work? (estimate) _____

Will you have another job? _____ Can you type? _____

Are you computer literate? (Word, Excel, MS Office) _____

Do you have cash register experience? _____

Other skills:

Do not write below this line



Position _____ Pay _____ Total Award _____

Supervisor _____

Job Descriptions

The following job descriptions include only general duties and apply to jobs in departments associated with St. Luke's College, 2800 Pierce Street, Sioux City, IA 51104.

Library/Bookstore Assistant (minimum wage)

Assist patrons with use of library materials, checking materials in and out, shelving returned items, checking returned material for damage, light cleaning of area and other duties as assigned. Knowledge of the NLM Classification System helpful, but not required. Assist in operation of the Bookstore when needed, operate cash register, shelve and mark items, light cleaning of Bookstore, assist in book buy back and other duties as assigned. Previous cash register experience helpful, but not required. Candidate must be available during the summer and occasionally on Sundays.

Supervisor: **Nancy Zubrod**

Tutor (minimum wage)

Assist students with learning materials covered in classes. Once hired, applicant will be provided training on learning styles and how to tutor effectively. Must be able to work effectively unsupervised. Previous tutor/teaching experience preferred and must have a satisfactory GPA.

Supervisor: **Danelle Johannsen**

Skills Lab Assistant (minimum wage)

Monitor use of lab equipment and programs, document damage, order supplies, prepare supplies for use in critical care lab, assist supervisor with preparation of CAI program guides, assist other students on procedures, and other duties as assigned. Candidate must be available during the summer as needed. Hours will vary. Upper-class student is preferred.

Supervisor: **Molly Hunter**

Student Ambassador (minimum wage)

Possess a professional attitude that positively represents the College. Participate in student group activities during orientation week. Demonstrate ability to work in a team environment. Participate in student recruitment activities, tours, college fairs, and/or high school visits. Possess strong leadership abilities. Assist with College functions and other areas of the College as needed. Applicant must be able to answer questions regarding the College and available programs. Good communication skills are necessary. Applicant must be available during the summer as needed.

Supervisor: **Sherry McCarthy**

After reading the descriptions of available jobs, please indicate below your choices in order of preference with "1" being most desirable, "2" being somewhat desirable, and "3" being least desirable.

_____ Library/Bookstore Assistant

_____ Skills Lab Assistant

_____ Student Ambassador

_____ Tutor

*****Explain why you feel you would be the best person for this position. Include work experience, skills, and attitude toward work. Please limit to this page.**

Please return application to the following address:

**St. Luke's College
2800 Pierce Street, Suite 410
Sioux City, IA 51104
Attn: Michelle Fitch**

Once the application is received by Student Services it will be forwarded to the appropriate supervisor for review. At that time, you may be contacted for an interview. The Financial Aid Office will notify you of a job assignment.

Please contact St. Luke's College at (712) 279-3503 should you have any questions.