



Student Employment Application

Personal

Name: _____ GUST I.D.#: _____

Email: _____

Address: _____ Telephone: _____

Do you have a relative working at GUST? Yes / No . If yes, please provide the following:

Name: _____ Department: _____ Relationship: _____

Education

Term admitted: _____

College: _____ Major: _____ GPA: _____

ACR _____ PCR: _____ Current ACR: _____

Experience

Position & Duties: _____

Department: _____

Confidentiality

I, the undersigned, admit and declare that I will not disclose any confidential information that I read or that came to my knowledge during my service at GUST. Contrary to that, I will be liable for punitive action in accordance with the Students Code of Conduct.

Student name & Signature: _____ Date: _____

Employment: (To be filled out by Management)

Department: _____ Position: _____

Duties: _____

Start date: _____ End date: _____ Semester: _____

Supervisor's signature: _____ HOD/Dean's signature: _____

OSL approval: _____ Dean of SA approval: _____

General Requirements

- Employment of Peer Tutor: GPA 3.00 and minimum of 60 units
- Employment of Administrative Assistant/Clerk: GPA 2.50 and minimum of 30 units
- Employment of Note Taker: GPA 2.50 and minimum of 30 units
- Tutoring should match student's major
- Student will tutor a subject that he/she has passed with a grade of A- or higher
- Student worker should not be asked to proctor or grade exams or answer emails
- Student selected must be approved by the Student Affairs before starting their employment
- Student will not be allowed to work in two different departments during a semester
- Payment will be on a monthly basis
- Priority is given to students with special needs as assessed by Student Affairs
- The student can work a maximum of 20 hours a month
- Upon the recommendation of the student supervisor, he/she will be considered for a certificate of achievement by the end of each semester