



**THE HENRY & EDITH CERULLO LEARNING ASSISTANCE CENTER
STUDENT AIDE/OFFICE ASSISTANT APPLICATION**

- Student Aide (Current BCC Student – Federal Work Study)
 Office Assistant

Select the semester for which you would like to be considered: Fall Spring Summer

Full Name: (Mr. / Ms.) _____ Date: _____

Address: _____
Street Address Apt./Unit # City State ZIP Code

Cell Phone: _____ Phone: _____

Email: _____

Date Available: _____ Last 4 digits of SS #: _____ BCC ID #: _____

Have you been previously employed by the CLAC? Yes No If so, please specify employment dates, supervisor: _____

Are you currently employed by BCC? Yes No If so, please specify employment dates, department, supervisor: _____

Hours of Administrative Operation

Monday 8:30 AM to 7 PM
 Tuesday 8:30 AM to 7 PM
 Wednesday 8:30 AM to 7 PM
 Thursday 8:30 AM to 7 PM
 Friday 9:30 AM to 4:30 PM
 Saturday Tentative TBA

*Two evenings are required
 **Summer hours may vary

Availability

Come In Leave At

Monday _____
 Tuesday _____
 Wednesday _____
 Thursday _____
 Friday _____
 Saturday _____

For Office Use Only

HIRED: YES Starting Salary: \$ _____ Level: _____ Job Code: _____

NO Starting Date: _____ Recommended By: _____

Reason/Comment: _____

Interview By: _____

CERULLO LEARNING ASSISTANCE CENTER (CLAC)

PHONE: 201-879-7489 • FAX: 201-445-4619 • L-125

The Henry & Edith Cerullo Learning Assistance Center is always looking to hire qualified applicants with strong interpersonal and communication skills to serve the growing population of BCC students. All applicants must adhere to the criteria below for employment consideration.

For All Applicants:

- The Office Assistant/Student Aide position is considered part-time and on a semester-by-semester basis
 - Applications will only be considered when all application requirements are fulfilled
 - You will be contacted based on the center's needs and your qualifications
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Student Aide Requirements:

- Must have Federal Work Study and provide a copy of Federal Work Study Award Letter
 - Must demonstrate excellent customer service skills and provide efficient clerical support
 - Provide a copy of current BCC class schedule
 - Provide a resume with three references
 - Currently enrolled in at least twelve credits
 - Must be able to work a minimum of 10 hours per week
 - Must be able to work one evening
 - Submit a completed Receptionist/Student Aide application
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Office Assistant Requirements:

- Must have a High School Diploma
- Must demonstrate excellent customer service and organizational skills to provide efficient clerical support
- Provide a resume with three references
- Must be able to work a maximum of 20 hours per week
- Must be able to work two evenings
- Submit a completed Office Assistant/Student Aide application

*Please note: if you are enrolled in more than 6 credits at BCC, you are not eligible for the position of the Office Assistant

I understand and agree to the qualifications & terms required for the Evening and Saturday position. I acknowledge that the designated Supervisor will contact me after reviewing my documents for consideration.

Signature: _____ Date: _____