



Schedule & Availability – Student Employee Form

Name: _____

Semester [check one]: ___ Fall ___ Spring ___ Summer I ___ Summer II

Year: _____

Date Submitted: _____

Place an **X** in the time slots you are **NOT** available to work this semester.

Hours	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:30 – 9:00							
9:00 – 9:30							
9:30 – 10:00							
10:00 – 10:30							
10:30 – 11:00							
11:00 – 11:30							
11:30 – 12:00							
12:00 – 12:30							
12:30 – 1:00							
1:00 – 1:30							
1:30 – 2:00							
2:00 – 2:30							
2:30 – 3:00							
3:00 – 3:30							
3:30 – 4:00							
4:00 – 4:30							
4:30 – 5:00							
5:00 – 5:30							
5:30 – 6:00							
6:00 – 6:30							
6:30 – 7:00							
7:00 – 7:30							

*Please attach your class schedule for the semester listed above and remember to submit a new schedule if you make any changes.



Schedule & Availability – Student Employee Acknowledgement

Name: _____

Semester [check one]: ___ Fall ___ Spring ___ Summer I ___ Summer II

Year: _____

Date Submitted: _____

If selected for student employment at the Writing Center, I acknowledge and agree to the following:

- I acknowledge that student employment is contingent on student enrollment. I confirm that I am enrolled in at least 6 hours of courses for the semester listed above. If my enrollment in courses drops below 6 hours for the semester, I am required to report this to my supervisor immediately, as it may affect my ability to work at the Writing Center.
- I acknowledge that I am required to report outside employment to my Writing Center supervisor. I understand that another student employee position might conflict with my Writing Center duties, and this may be grounds for dismissal.
- I acknowledge that I am required to attend all required trainings for the Writing Center. If I am unable to attend a training session, I understand that I must contact my supervisor immediately. Frequent absences may interfere with my professional development and may be grounds for dismissal.
- I acknowledge that as a student employee, I am expected to work 17–19 hours at the Writing Center every week for the duration of the semester. I will provide professional and timely notice to my supervisor if there are any changes in my course schedule, or if I need to revise my weekly schedule due to illness or other unforeseen circumstances. If I am unable to consistently provide 17–19 hours of work a week, I understand this may interfere with my training and professional development and will need to discuss this with my supervisor immediately, as this could be grounds for dismissal.

Printed Name

Signature