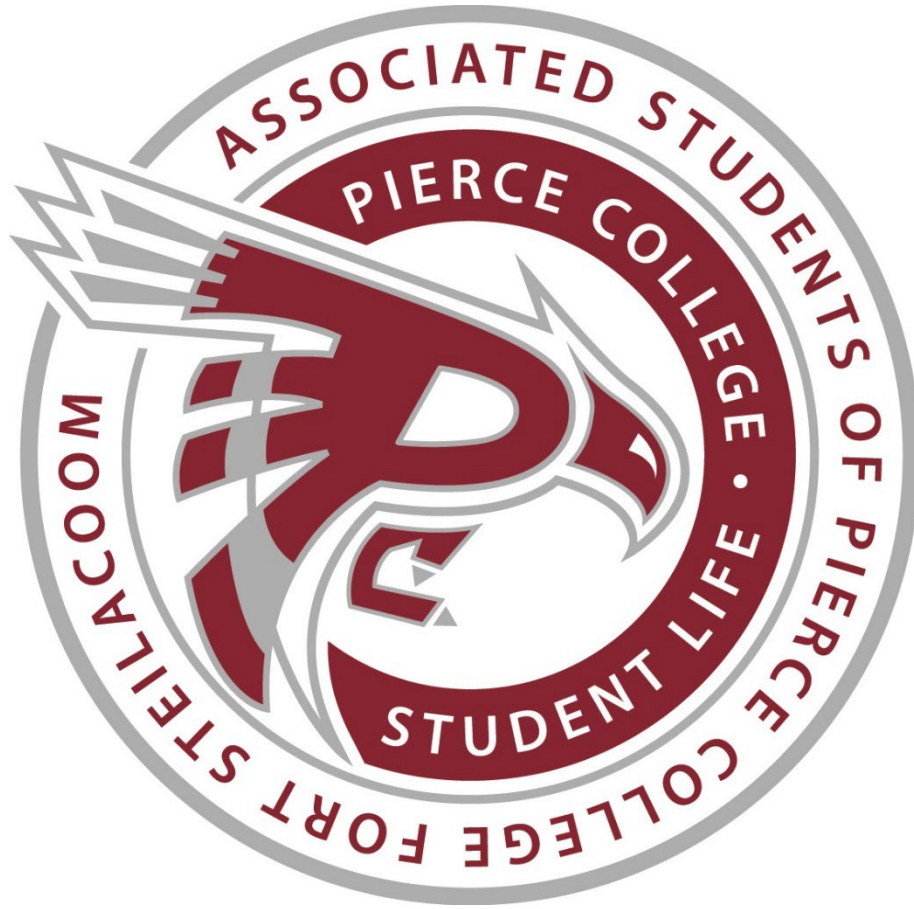


# Front Counter Staff Application Packet – 2021/2022



## OFFICE OF STUDENT LIFE STAFF USE ONLY

- Application Complete
- All Documents Attached

Date Received:

Received by: \_\_\_\_\_

\_\_\_\_\_

# What to Include in your Application

<b>1.</b>	<p><b>Student Life and Pierce College Application Forms:</b> Please print legibly, (or type) your applications. Answer all questions completely.</p> <p><b>Don't forget to sign and date your forms!</b></p>
<b>2.</b>	<p><b>Two (2) References or Letters of Recommendation:</b> <u>One Reference/Letter must be from a Pierce College Staff/Faculty Member</u> Second Reference/Letter should be from a current or previous employer, instructor, administrator, clergy leader, or other individual who can attest to the following:</p> <ul style="list-style-type: none"><li>a) <i>Your character.</i></li><li>b) <i>Your potential/qualifications to provide great customer service.</i></li><li>c) <i>Your work ethic.</i></li></ul> <p><u>Do not submit references or letters of recommendation from family or friends!</u></p>
<b>3.</b>	<p><b>A Current Transcript:</b> Unofficial Transcripts are accepted.</p>
<b>4.</b>	<p><b>A Copy of your Resume:</b> Attach a current resume outlining your work/volunteer experience</p>

## Once Complete

Turn in your completed application packet to the Student Life Office (Cascade 418). You can either drop it off at the Front Desk or email it.

**If you have any questions, please contact the Office of Student Life at [StudentLifeFS@pierce.ctc.edu](mailto:StudentLifeFS@pierce.ctc.edu) or [DistrictStudentLife@pierce.ctc.edu](mailto:DistrictStudentLife@pierce.ctc.edu)**

**Director of Student Life Fort Steilacoom Campus Joseph Adams:**  
Phone: (253) 964-6426 or Email: [jladams@pierce.ctc.edu](mailto:jladams@pierce.ctc.edu)

# Job Description

Position: **Front Desk Office Assistant**

Department: **Student Life Office**

Salary: \$14.49/hr.

## Minimum Qualifications:

- Have a minimum GPA of 2.5 at the time of application (or have an upward trend for the past two quarters) and maintain said GPA for the duration of the employment.
- Applicants under a 2.5 GPA can include a letter for consideration explaining why their grades are below 2.5 and their plan for how they will raise them.
- Must be a team player who is positive, friendly, energetic, responsible, and cheerful and shares our passion for serving students!
- Must clearly and effectively communicate with individuals/groups within and outside of the college.
- Must have basic computer and keyboarding skills.
- Must be enrolled at Pierce College during term of employment. Summer enrollment not required.

## Desired Qualifications:

- Self-motivated, works well independently as well as with a team.
- Comfortable speaking on the phone, with students, staff and faculty and in front of groups.
- Knowledgeable about/interested in learning and educating about resources and programs on campus.
- Demonstrates follow-through and ability to meet deadlines.
- Able to work 10-15 hours per week.
- Prior customer service experience a plus!

## Essential Job Requirements:

- Timely attendance and punctuality
- Strong communication skills
- Familiarity or willingness to be trained in Microsoft Office Suite applications
- Able to work independently/seek out and create improvement projects
- Exhibit high level of confidentiality

## Essential and Typical Duties:

- Answer questions and correspondence from students through email, phone and in-person; directing them to resources or departments as needed
- Maintain and dispense items from the Food and Hygiene Pantry system
- Retrieve and distribute mail from the mail room
- Issue student ID cards according to criteria; maintain basic functions of the ID card machine; notify Student Engagement Specialist when supplies run low
- Oversee and update bulletin/poster boards throughout campus
- May make signage for meetings, events, other Student Life activities & announcements.
- Perform other duties as assigned as well as determine projects for the improvement of the Office.

# Application

Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

When are you planning to graduate or transfer from Pierce College Fort Steilacoom?

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1. Are you eligible for Work Study? (please circle one)      **YES**      **NO**  
*(Please attach award letter to this application if available.)*

2. Tell us why you are interested in working in the Office of Student Life:

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3. Tell us about a customer service experience that you have had (positive or negative) and how that makes you a great candidate for this position:

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4. Is there anything you'd like us to know about you in terms of your qualifications, accommodations needed or anything else not yet covered in this application?

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*I authorize the Director of Student Life and/ or the Student Life Staff to review my college records for verification. I also certify that the information provided in this application is true & accurate.*

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Signature

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Date