

# Timber Creek High School

Period:

Room:

## 2021-2022 Student Assistant Application

(Available to (Face to Face) 11<sup>th</sup> and 12<sup>th</sup> graders only. Your schedule must have room for an elective.)

### Student Assistant Responsibilities

Students will help in the Library, Front Office or Guidance Office. You will be asked to help with the clerical tasks, customer service tasks, and delivery tasks.

### Student Assistant Requirements

Student Assistants are expected to be **friendly**, **neat**, prompt and **responsible**; they should have **great attendance**, strong **customer service**, **organizational**, and **computer** skills. You required to sign in everyday and maintain good attendance. You must have a cumulative weighted 3.5 GPA (or higher) and you **cannot** have any discipline referrals.

### Benefits of Being a Student Assistant

- Earn school credit
- Gain real world experience
- Add new skills to your resume (for jobs and colleges)
- Practice interacting with students, teachers and parents in a leadership position.

Student Number: \_\_\_\_\_ Name: \_\_\_\_\_

Grade 2021-22 school year: \_\_\_\_\_

Overall Cumulative 3.5 weighted (or higher): \_\_\_\_\_

### ***\*Please answer these questions.\****

1. Why do you want to be a Student Assistant?
2. Briefly describe your technological ability.
3. Please describe your comfort level/experience with taking a leadership role with other students, teachers and parents.
4. Do you feel comfortable helping and/or tutoring other students?
5. Please label your first, second and third choice?

\_\_\_\_\_ Front Office

\_\_\_\_\_ Guidance

\_\_\_\_\_ Library Media Center

**BRING COMPLETED APPLICATION FORMS TO MRS. MAHAFFEY IN THE MEDIA CENTER.**

### **Parent Permission is required.**

I give permission for my child, \_\_\_\_\_, to be a TCHS Student Assistant.

Parent name (printed) \_\_\_\_\_ Email \_\_\_\_\_

Parent signature \_\_\_\_\_ Phone # \_\_\_\_\_ Date \_\_\_\_\_