

**INSTITUTE OF PASTORAL STUDIES
STUDENT WORKER APPLICATION FORM**

IPS Student Workers provide assistance to IPS faculty and staff. Duties include but are not limited to: reception, library research, telephone calls to prospective students, copying class materials, preliminary reading of books or articles, computer entry or typing, developing class handouts, making contacts, checking information for student handbooks, special event hospitality, organizing, sorting, filing, and general office assistance. It is expected that a clear listing of your responsibilities and a set time for you to be working in the IPS Office will be determined at the onset of each semester and that you will be able to adhere to those jobs and times on a regular basis. Student workers work an average of 8 hours a week over each of the two 14 week semesters for a total of about 225 hours for the entire year. We are able to provide a \$3000 stipend for one year's work.

Complete this application with a resume & return it to Coordinator of Student Services by **July 15**

Name: _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Phone: _____ **E-mail:** _____

Degree: _____ **Advisor:** _____

Part-time **Full-Time** **Semester hours left to complete degree:** _____

Please list any faculty members you think might recommend you as a student worker:

Talents you would bring include:

Why would you like to work for IPS?