

Application for Student Academic Advisor
University Academic Advising Center, Towson University

Name: _____ Current Class Standing: _____
Current GPA: _____ Major: _____ Minor: _____
Did you Transfer to Towson: Yes, from: _____ No: _____

Total Number of earned credits: _____
Number of credits you anticipate earning for: this Spring _____ Summer _____

Local Address: _____
Cell Phone: _____
Email: _____

Student ID#: _____

Classification: Federal Work Study _____ or Regular Student Employee _____

Are you available for: Fall _____? Spring _____?

Are you a US Citizen? Yes _____ No _____; If no, are you authorized
to work in the U.S.? Yes _____ No _____

List the organizations and activities in which you have participated since you started college,
and any leadership roles you have filled.

Give a brief description of your past work experience starting with the most recent (a resume
may be attached instead).

Briefly describe how any work/volunteer experiences you have had might assist you in the Student Academic Advisor (SAA) position.

What about the SAA position is most appealing to you?

What do you think are the most important qualities/characteristics for an SAA to have?

Have you been the subject of disciplinary action or academic action (e.g., probation, suspension, dismissal) at any college or university?

No _____ Yes _____. If yes, please explain.

I give permission for the supervisor to view my Towson University student account to verify my academic information: No _____ Yes _____

Signature: _____

How did you hear about this position? _____

May we contact any of the employers you listed above: No _____ Yes _____

Please provide their contact information: names and phone numbers:

Name: _____ Phone: _____

Name: _____ Phone: _____

Please attach a letter of recommendation from a Towson University faculty member or a TU staff member. I have asked _____ to write this letter. **OR** you can ask your reference to email it to: lkrebs@towson.edu.

As a student employee of Towson University, I agree and understand the following:

I will not work more than 20 cumulative hours per week (exceptions are stated in the Towson University Student Employment policy);

I will be in good academic standing as defined in the current undergraduate and graduate catalogs;

I will be enrolled in a minimum of 6 credit hours per semester (Minimester and summer term requirements are stated in the Towson University Student Employment Policy).

I understand that the position of Student Academic Advisor requires that I participate in all scheduled training sessions. Specifically, I agree, if I am hired, to attend training sessions held prior to my start date and understand that I will be compensated for these hours once I begin working. I agree that, if needed, I will begin working prior to the start of classes in the fall and participate in necessary training sessions at this time. I will be paid my hourly rate once I begin training and/or working.

I hereby affirm that this application contains no willful misrepresentations and that this information given by me is true and complete to the best of my knowledge and belief. I understand that any false statements or misleading omissions made by me in connection with my application, or in responding to a request for information, can be sufficient grounds for my rejection as a candidate for employment or for my immediate discharge. I authorize persons, schools, my current employer (if applicable), and previous employers and organizations named in this application (and accompanying documents, if any) to provide any relevant information that may be required to arrive at an employment decision.

Signed: _____ date: _____

Towson University is in compliance with federal and state regulations regarding nondiscrimination on the basis of race, color, national origin, religion, sex, age, political affiliation, veteran status, condition of handicap, or other prohibited reason. For further information, contact the TU Office of Diversity & Equal Opportunity at (410) 704-2346.

For more information contact the University Academic Advising Center, the Lecture Hall, (410) 704-2472.

Return your completed application by the deadline to the Academic Advising Center, Lecture Hall, attention: Loretta Krebs.