



Date: \_\_\_\_\_

Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

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

**Required Skills:**

- ✓ Excellent customer service and communication skills
- ✓ Knowledge of MCC programs and services: my.Mariocopa.edu
- ✓ Ability to use discretion and keep confidentiality
- ✓ Experience using computers, general office skills

**Past Employment or Volunteer Experience:**

Employer \_\_\_\_\_

Employer \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Phone \_\_\_\_\_

Dates of Employment \_\_\_\_\_

Dates of Employment \_\_\_\_\_

Type of Work \_\_\_\_\_

Type of Work \_\_\_\_\_

Why do you want to work with Financial Aid? \_\_\_\_\_

Describe your previous customer service experience: \_\_\_\_\_

List your office skills: \_\_\_\_\_

**Available work schedule**

Monday \_\_\_\_\_

Tuesday \_\_\_\_\_

Wednesday \_\_\_\_\_

Thursday \_\_\_\_\_

Friday \_\_\_\_\_

**Please attach a copy of your resume.**

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