

Stanford VPUE Student Worker Application

Legal Name (Last, First):

Address:

Phone Number:

Stanford Email:

Student ID:

Planned graduation date:

Do you have a Social Security Number? Yes No If so, what is the number:

Are you legally authorized to work in the U.S.? Yes No

Birthdate:

Are you eligible for Federal Work-Study? Yes No

Preferred Start Date:

Planned End Date:

Preferred number of hours/week (max 15 campus-wide):

Have you worked at Stanford before or are you currently employed?

If so, how many hours are you working? What department are you working for?

What would your availability be during this quarter (M-TH, between 9 am-5 pm)?

Describe what experience or skills you have performing these type tasks

- Monitor program inbox – draft messages (template responses to faculty or student inquiries)
- Editing website
- Data entry, database experience
- Generate reports and send email notifications to faculty (template, mail merge experience?)
- Follow-up phone calls or emails
- Meeting prep – assist with setup/cleanup