

Office Assistant Application

Office assistants are important to the smooth functioning of the school and are representations of ECG. Office assistants are expected to be at their work station the entire period completing assigned duties, unless asked to take a pass. *Although, students might have an opportunity to study, this is not a study hall.* Because students are receiving credit towards graduation, it is imperative that they have responsibilities and that they complete them.

Student Name (legal name): _____ **Grade:** _____

Requirements:

- Complete the application;
- Be a senior;
- Have at least a 2.5 or higher gpa;
- Have a good attendance record (including tardies); and,
- Have minimum to no disciplinary infractions, including tardies and/or absences.
- No more than four (4) office assistants are allowed for each block, only the front office and counseling will have office assistants.

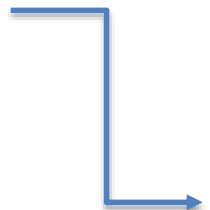
Main Duties and Responsibilities:

- Give tours to prospective students and their families;
- Run passes;
- Assists with counseling or office projects; and
- Other duties as assigned.

Student Expectations:

1. Report daily and be on time. Your supervisor is responsible for reporting you absent or tardy.
2. Complete your work with the person to whom you are responsible. You are expected to remain until the bell rings dismissing you.
3. Office assistants require hall passes when leaving their work station.
4. You must be positive in your dealings with others. As a representative of ECG, you will be in the public eye. Be pleasant and cooperative.
5. Students who do not meet office expectations will be removed from their role and enrolled into another class.

More on back



Why should you be chosen for the position? What contributions would you make to this department?

Student signature: _____

Parent/guardian signature: _____