**National University of Kaohsiung**

**Part-time Administrative Student Assistantship Application Form**

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| --- | --- | --- | --- | --- |
| Name |  | | Gender | □Male □Female |
| Cell No. | 09- | | | |
| Mailing Address | ( ) | | | |
| Student  ID No. |  | | | |
| **Education Background** | | | | |
| Degree | Major | | | |
| B.A. |  | | | |
|  |  | | | |
| **Work Experience** | | | | |
| Job Title | Job Description | | | |
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| **Work Skills (Check items you are able to manage)** | | | | |
| □Video camera setting | | □Answering phones | | |
| □keys borrowing prior to class starting | | □Maintain IMBA website | | |
| □Online magazine printing | | □Collect & dispatch Official Documents | | |
| □Activity photos taking | | □Essential messages releasing | | |
| □Classroom equipment setting | | □Post-activity cleaning | | |
| **Autobiography (300~500 Words)** | | | | |
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