



WINSHIP MIDDLE SCHOOL OFFICE ASSISTANT APPLICATION

Name (First & Last): _____ Grade: _____

Class Description: The Winship Office is seeking safe, respectful and responsible students to assist with various office tasks, including running passes, making copies, assembling packets, assisting with mailings, helping in the library, and performing various administrative tasks as needed. Because the Office Assistant is a position of responsibility and will be a representative of the office, behavior and grade history will be taken into consideration. If you are interested in serving as an Office Assistant for your elective, please complete the application below and return it to the office.

Why are you interested in being an Office Assistant?

Please provide an explanation for why you would be a good candidate for the Office Assistant position.

What qualities do you think an Office Assistant should possess?

Student Signature: _____