

Faculty/Professional Recommendation Form

To: Academic Resource Center (ARC)

In my professional opinion _____
Name of applicant

has the background and knowledge necessary to work as Program Assistant/Front Desk.

| | Poor | Satisfactory | Strong | Exceptional | Unable to Assess |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Knowledge of computer and technology | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Effective student behavior and successful academic habits | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Ability to multi-task and prioritize | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Additional comments about the student's character to be a program assistant/front desk, or ability to work collaboratively in groups, are welcome but not required:

Signature

Date

Name (print): _____

Position/Title: _____

Department: _____

E-mail address and phone number: _____

Faculty/ Professional Recommender: Please sign (e-signature accepted) and return form to the applicant.

Applicant: Please upload form to the ARC online application site.