



Career and College Center Student Aide Application

Position Title: ASPIRE Student Aide

Location: ASPIRE/Career and College Center

Supervisor: ASPIRE Coordinator

About the Position

ASPIRE student aides support the ASPIRE/College & Career Center by welcoming students, assisting with events, helping peers navigate resources, and promoting a positive college and career readiness culture. Student aides serve as approachable, knowledgeable peer leaders who help expand access and information across the school.

Applicant Information

Name: _____

Grade Level: _____

Student ID: _____

Email: _____

Phone (optional): _____

Short Answer Questions and other Documentation

Please provide your thoughtful answers on a separate page and attach it to this application.

- 1. Why are you interested in becoming an ASPIRE student aide?**
(What motivates you to support students with career and college readiness?)
- 2. What strengths or skills would you bring to the ASPIRE/Career and College Center?**
(Examples: Communication, organization, technology, creativity, teamwork, etc.)
- 3. Describe a time you helped a peer or classmate.**
(What did you do? What was the outcome?)
- 4. How comfortable are you with tasks such as greeting students, answering basic questions, or helping others find resources?**
(Explain briefly.)
- 5. Are you involved in any school programs, clubs, or leadership activities?**
(This helps me understand your connections across campus)

Additional Documents (Optional)

- ☐ Student Resume
- ☐ Letter of Recommendation

Skills & Interest Checklist

Select all that apply. (Not all are required – just helpful for understanding interests)

- ☐ I enjoy helping and talking with other students.
 - ☐ I am organized and able to help maintain CCC materials and spaces.
 - ☐ I would like to help promote ASPIRE events or opportunities
 - ☐ I can assist with basic tech (presentation set up, social media, etc.)
 - ☐ I am interested in supporting financial aid and scholarship workshops (including set-up, preparing resources, etc.)
 - ☐ I can help with administrative tasks (projects, creating posters, announcements, or displays)
 - ☐ I want to learn more about career and college readiness myself.
 - ☐ I am proficient in another language: _____
 - ☐ Are there any other skills/information you want me to know about?
-

Student Commitment

If selected, I agree to:

- Be welcoming and respectful.
- Supportive of all students and their career/college goals.
- Maintain confidentiality and privacy.
- Follow ASPIRE /CCC expectations in the *Student Aid Position Description* and ask questions when unsure.
- Maintain good communication with the ASPIRE Coordinator.

Signature: _____

Date: _____

ASPIRE Coordinator Notes (internal use):

Interview date:

Interview notes/feedback:

Selected / Not Selected:

Term/Semester start date: