

# Cockrill Middle School

## Office Aide Application and Requirements

CMS offers a few students the opportunity to be Front Office Aides every year. This position is an extremely important one because of the direct contact these student have with the parents of Cockrill. Because of this, we have established a few guidelines for the students. They need not possess all of these, but should be willing to work on them:

### Guidelines:

- Be friendly (no matter how busy things may be in the office)
- Have and use good manners when dealing with parents and fellow students
- Be a self starter
- Be willing to deliver materials to the classrooms without disrupting the classes
- Be trustworthy; you will be out in the building at times we must be able to trust that you will do the right thing at all times
- Work cooperatively with others

### Job Duties (but not limited to these items only):

- Sorting and distributing mail
- Stuffing envelopes
- Checking in students
- Clean up and help decorate around the office area
- Sort the lost and found items and prepare them for donating

On the back of this paper, write a paragraph explaining why you would like to be an office aide.

If you are interest in becoming an office aide, please write your paragraph and fill out the information below and return it to your counselor. Please remember that we only offer 14 office aide positions per year.

Student Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

