

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	☐	☐	☐	☐	☐
Effective student behavior and successful academic habits	☐	☐	☐	☐	☐
Ability to multi-task and prioritize	☐	☐	☐	☐	☐

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.