

THE UNIVERSITY OF TENNESSEE, KNOXVILLE
OFFICE OF MINORITY STUDENT AFFAIRS

OMSA



http://omsa.utk.edu

APPLICATION FOR STUDENT EMPLOYMENT

SUMMER 2009 AND FALL 2009 AND SPRING 2010

Date _____
Month Date Year How were you referred to our Employment Opportunities? _____
(financial aid office, friend, website, other department, etc.)

Name _____ Student ID # _____
Last First

Local Address Number and Street City State Zip

Permanent Address Number and Street City State Zip

Local Phone () _____ Cellular () _____ Email _____

Date of Birth _____ Classification _____ Expected Date of Graduation _____

College _____ Major _____ GPA _____

Circle the semester you are applying to work: Summer 2009, Fall 2009, Spring 2010 Date Available to Begin Work: _____

Have you been awarded Federal Work Study? _____ if awarded, how much? _____ if not, have you applied _____

IF YOU ARE NOT ON FEDERAL WORK STUDY, PLEASE GO SEE MR. CRAIG HOLZTCLAW IN THE FINANCIAL AID OFFICE LOCATED AT 115 STUDENT SERVICES BUILDING TO SEE IF YOU ARE ELIGIBLE.

Have you previously worked on campus and/or are you presently employed on campus? YES or NO Number of hours per week _____
If yes, please indicate the following:

Name of Department _____ Payroll Clerk's Name _____

Department Phone # _____ Paid Monthly or Biweekly _____

Recent Work Experience (you MUST submit a copy of your resume with this application to assist in the interview process):

From _____
MO YR Name of Employer Telephone Number

To _____
MO YR Street City State Zip

Hours/Week _____
Immediate Supervisor Your job title

Duties _____

Reason for leaving _____

Commitments

1. Describe your previous/current extracurricular activities and/or leadership activities?

Which job(s) are you interested in? (1 = 1st choice, 2 = 2nd choice, 3 = 3rd choice, etc., NI = not interested)

Receptionist	Duties include: Greet all visitors; provide exceptional customer service to all patrons, take short brief messages, maintain cleanliness of front desks area. Skills include: customer service, conflict resolution, excellent communication and problem solving skills; must be able to keep calendar and be aware of all reservations.
Office Assistant	Duties include: Providing general office support to OMSA staff--photocopying, data entry, answering phones, making and accepting deliveries, proofreading, preparing mail outs and resource materials, other general office duties as required.
Student Building Assistant	Duties include: Supervision of first floor, greets all guests, monitor reservations, disseminate information, and assist with cleanliness and maintenance of all rooms located on the first floor. Skills: conflict resolution and event management skills required.
Academic Support Assistant	Provide support for the Academic Support Unit, which includes assisting with the Book Loan, Tutorial and Early Alert Programs. Duties include: assisting tutors and tutees, data entry, library work, filing, photocopying, special research projects, answer phones and direct calls accordingly. Must attend orientation/training seminar with Interim Assistant Director.
Program Assistant	Performs administrative projects or assignments or coordinates program elements in support of an institution program or operation. The work performed is usually concentrated in a specific institution-wide program or operational area, requiring in-depth knowledge of that program or operation.
Special Assignment Assistant	Works directly with the staff members on special projects, which include research, telephone solicitation; program execution, other duties as assigned.
<p>ALL POSTIONS REQUIRE THE FOLLOWING Qualifications: *Friendly and Outgoing People Personality, *Able to give and carry out direction in a high activity and service-oriented environment * Excellent interpersonal and communication skills *Able to work under pressure while maintaining a positive attitude *Knowledge of Microsoft Word and Microsoft Excel *Knowledge of the Services, Resources, events and building policies *Customer service experience is <u>preferred</u> if you are interested in working in those areas that require front line customer relations or event management..</p>	

From the following List, please check all skills you posses.

Artistic	_____	Filing	_____	Other	_____
Bookkeeping	_____	MS Access	_____		_____
Customer Service	_____	MS Excel	_____		_____
Document Editing	_____	MS Publisher	_____		_____
Desktop Publishing	_____	MS Word	_____		_____

Mandatory Student Participation

- All students must work a minimum of 10 hours per week and an average of 12 to 15 hours
- A mandatory training session will be held **at the beginning of each semester**
- Mandatory student meetings will be held the **2nd Tuesday of each month from 7pm-9pm.**
- * Sign up to participate in Career Services Hire-a-Vol (found at <http://career.utk.edu>)
- * Sign up to participate in Early Alert (found at <http://omsa.utk.edu>)

Availability: Please indicate ALL hours you are available to work on each day of the week.
[BCC Hours of Operation: Monday- Friday: 8am-10pm, Saturday: 10am-6pm; Sunday: 2pm-10pm; Summer hours are different – check website]

Monday: _____
 Tuesday: _____
 Wednesday: _____
 Thursday: _____
 Friday: _____
 Saturday: _____
 Sunday: _____

I understand my obligation to attend and/or participate. _____ (Please initial)

I hereby certify that all statements on the employment application are true and complete to the best of my knowledge. I understand that my signature below authorizes the Office of Minority Student Affairs to review my academic records and transcripts for verification of my grade point average and to review records in the Office of Student Judicial Affairs.
Mandatory: Turn in a copy of your class schedule – a preliminary one will work with the application; however, verification of enrollment will be done if you are hired.

Signature: _____

Date: _____

Please do not write below this line
You will receive an e-mail confirmation of receipt of application within 7 business days

DATE RECEIVED: _____
 DATE PUT IN STAFF MAILBOX: _____

RECOMENDATION: _____ HIRE _____ DO NOT HIRE _____
 DATE STUDENT IS NOTIFIED OF APPLICATION STATUS: _____

INTERVIEWED BY : _____
 DATE RETURNED TO PRS: _____

CONCERNS: _____
 (Hire only if addressed)

COMMENTS: _____

START DATE: _____
 WORK STUDY OR OMSA _____

RECP	Receptionist
OA	Office Assistant
CA	Computer Assistant
ASA	Academic Support Assistant
BA	Student Building Assistant
FAA	Special Assignment Assistant
PA	Program Assistant

DIRECTOR: _____
 Signature _____ Date _____

