

THE UNIVERSITY OF TENNESSEE, KNOXVILLE  
OFFICE OF MINORITY STUDENT AFFAIRS

OMSA



http://omsa.utk.edu

APPLICATION FOR STUDENT EMPLOYMENT  
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:    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 \_\_\_\_\_

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 = 1<sup>st</sup> choice, 2 = 2<sup>nd</sup> choice, 3 = 3<sup>rd</sup> 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><b>ALL POSTIONS REQUIRE THE FOLLOWING Qualifications:</b> *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 **2<sup>nd</sup> 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>)

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

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 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: \_\_\_\_\_  
 INTERVIEWED BY : \_\_\_\_\_  
 DATE RETURNED TO PRS: \_\_\_\_\_  
 COMMENTS: \_\_\_\_\_

RECOMENDATION: \_\_\_\_\_ HIRE \_\_\_\_\_ DO NOT HIRE \_\_\_\_\_  
 DATE STUDENT IS NOTIFIED OF APPLICATION STATUS: \_\_\_\_\_  
 CONCERNS: \_\_\_\_\_  
 (Hire only if addressed)  
 START DATE: \_\_\_\_\_  
 WORK STUDY OR OMSA \_\_\_\_\_  
 DIRECTOR: \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

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

