

Hall Office Assistant Duties

The Office Assistant position is designed to support the office functions of a Community Director and, when necessary, Residence Life. The OA position is a 10-hour week WORK STUDY opportunity and priority is given to those students who are not currently working in Residence Life.

Duties:

- Check and distribute mail in building and area mailboxes
- File and track programs of Resident Assistants
- Track programming and staff development budgets
- Coordinate reservations of building common areas
- Assist Community Director with their department committee assignments
- Schedule appointments (student issues and conduct)
- Relay information to students and staff
- Assist with staff appreciation (RA, Hall Government, Desk Assistant, etc.)
- Create bulletin boards
- Maintain a clean and tidy work environment
- General office tasks (i.e. answering the phone, photocopies, filing, typing)
- Other duties as assigned

Useful/Desirable Skills:

- Knowledge of computers (Microsoft Word, Excel, Publisher)
- Artistic skills
- Organizational skills
- Typing
- Customer service experience

Application for Hall Office Assistant

Name (Please Print): _____

Local Address: _____

Telephone Number: _____ e-mail: _____

Class Standing: (check one) FR__ SO__ JR__ SR__ GRAD__

Are you Work Study? YES__ NO__ How many Hours of Work Study Do you Have? _____

NOTE: If you do not have work study, you will not be considered for this position.

WORK EXPERIENCE:

(List most recent first)

Position:	Employment Dates:	
Employer (Company Name):		
Address:		
Supervisor Name:	Supervisor Phone #	May We Contact? Yes__ No__
Brief Description of position:		

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Employer (Company Name):		
Address:		
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Please list any additional acquired skills, knowledge or experience you would like considered:

Please indicate blocks of time that you are available to work:

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 am – 8:30 am					
8:30 am – 9:00 am					
9:00 am – 9:30 am					
9:30 am – 10:00 am					
10:00 am – 10:30 am					
10:30 am – 11:00 am					
11:00 am – 11:30 am					
11:30 am – 12:00 pm					
12:00 pm – 12:30 pm					
12:30 pm – 1:00 pm					
1:00 pm – 1:30 pm					
1:30 pm – 2:00 pm					
2:00 pm – 2:30 pm					
2:30 pm – 3:00 pm					
3:00 pm – 3:30 pm					
3:30 pm – 4:00 pm					
4:00 pm – 4:30 pm					
4:30 pm – 5:00 pm					

Total Available Hours to work each day: _____

Applicant's Signature: _____ Date: _____

The University of Arizona is an EEO/AA Employer – M/W/D/V

**RETURN COMPLETED APPLICATIONS TO THE RESIDENCE LIFE EAST AREA
OFFICE LOCATED IN COLONIA DE LA PAZ ON HIGHLAND AVENUE
(HEATHER HIGH)**

For Office Use Only

To be filled out by hiring unit/supervisor and to be turned in with hiring paperwork

Supervisor's Name: _____

Unit/Area Name: _____

Position Start Date: _____

Hourly Wage: _____