

JOB DESCRIPTION

Two Student Assistant Positions Open

Student Assistants are responsible for working with the Admissions Processing Unit to assist with a variety of functions in support of the Office of Admissions and the University's enrollment goals. Student Assistants will also be expected to attend meetings and other periodic trainings as requested.

The duties for Student Assistants include, but are not limited to:

- Assisting with the receiving, tracking, indexing, and processing of undergraduate admissions applications, transcripts, letters of recommendation, and any and all other submitted materials in support of an application.
- Assisting with mail (incoming and outgoing) as well as preparing letters and mailing campaigns for distribution.
- Data entry functions.
- Provide superior customer service and high levels of professionalism at all times, with all colleagues, fellow students and staff.
- Contacting applicants directly by phone.
- Other duties as assigned.

APPLICATION PROCEDURE

1. Complete Application
2. 1 page resume (Please include specific computing skills and experience)
3. Letter of Interest
4. Unofficial copy of academic transcript from UAccess
5. Commitment to work 15-20 hours per week during the Fall 2014 and Spring 2015 semesters
 - Please include a copy of your Fall class schedule, indicating your desired work hours
 - Hours vary dependent on position you are hired for

INTERVIEWS & START DATE

Interviews will begin Monday, April 21st, 2014 through Friday, April 25th, 2013.

The position will begin with mandatory half day training on Monday, August 18th thru Friday, August 22nd from 8:30am until 12:30pm.

Complete Application packets must be sent via **email** to:

Amy Bergley
abergley@email.arizona.edu
Undergraduate Admissions Processing

All applications must be submitted by Friday April 18th

APPLICATION DEADLINE: Friday, April 18th, 2014

General Information:

Name: _____ SID/EMPLid _____

Local Address: _____
Street City State ZipCode

Local Phone: _____

UA Email Address: _____

Permanent Address: _____
Street City State ZipCode

Phone: (____) _____

Academic Information: (what class standing will you have in 2013-2014)

Year: ☐ Freshman ☐ Sophomore ☐ Junior ☐ Senior Other: _____

Expected Graduation Date: _____

College: _____

Major: _____ Minor: _____

Cumulative GPA: _____
(2.500 minimum required)

If you are a transfer student, what institution(s) did you attend prior to coming to the UA?

If selected for an interview, are there any disabilities we need to be made aware of in order to facilitate your needs?

☐ No ☐ Yes: _____

Are you Work-study eligible? ☐ Yes ☐ No Did you apply for Work-study? ☐ Yes ☐ No

By signing below, I verify that all information disclosed on this application is accurate to the best of my knowledge; and I release permission to the Office of Admission to review my academic history, including but not limited to my cumulative grade point average, for the purpose of verifying my academic standing before and during employment.

Signature _____

Date _____