

FIRST YEAR EXPERIENCE

New Office Assistant Application

Position Responsibilities: FYE office assistants assist in managing the FYE office including; staffing the reception desk, answering phones and referring students to appropriate resources. Office assistants provide support for a variety of projects including advertising events, scheduling appointments, keeping the office organized, and carrying out administrative tasks (copying, organizing mailings, delivering materials across campus, and distributing information to students). Office assistants represent the FYE office and university in a positive manner while working in the office.

Qualifications: Students must have work-study through financial aid to be considered for the position, possess strong customer service skills, and be able to refer student questions appropriately. Positions are contingent upon a successful interview, positive evaluations throughout the year and scheduling availability.

Rate/ Hours: \$12.00 per hour, 5-10 hours a week depending on work-study award, availability, and office needs.

APPLICATION INFORMATION

Name: _____ Date: _____

Class standing as of Fall 2019: First-year SO JR SR

Student ID#: _____ Email Address: _____

Address (if on-campus—hall and room; if off-campus—street address, city, state, zip):

Phone Number: _____ cell home

Amount of work-study awarded for this academic year: _____

Major: _____

Involvement for this academic year (other jobs, student organizations, internships, etc.):

Reference (previous supervisor/boss, professor/teacher, coach, advisor):

Name	Relationship	Phone number	Email address
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Candidates must submit a resume.

Upon submitting an application, candidates will be invited via email to schedule an in-person interview between September 6th and September 16th. Candidates will be asked to provide their availability at this time. Hiring decisions will be made and sent via email by September 18th. Candidates must accept/decline by September 20th. Candidates must attend a required training session on September 23rd and October 7th from 11-1 pm. Positions are offered based upon availability.

Submit to: firstyear@salemstate.edu or Dining Commons 101A

Questions? Call the First Year Experience office at 978.542.2618 or email firstyear@salemstate.edu.