

# FIRST YEAR EXPERIENCE

## Returning 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.

### 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 attach a resume to this application.**

Applications are due by March 21. Candidates will be invited via email to schedule an in-person interview between March 19 and April 9. Hiring decisions will be made and sent via email by April 11. Candidates must accept/decline by April 18. Positions are offered based upon availability. You will be contacted to provide your class schedule at another date if offered the position.

**Submit to:** [firstyear@salemstate.edu](mailto:firstyear@salemstate.edu) or Dining Commons 101A

**Questions, call:** 978.542.2618