

# Student Employment Application

## Admissions Office

The Admissions Office has several areas where students are employed. We accept applications for these positions at all times and fill them as positions open. A list of the jobs and descriptions are below. Put a check in the box next to the position(s) you are applying for.

**Front Desk Student Receptionist**

Checks in visiting prospective students and parents and explains their schedule.  
Answers questions for visitors and gives directions to other locations on campus.  
Helps current students with questions about various admissions or transfer issues.  
Enters data information for prospective students into the computer – strong data entry and keyboarding skills are recommended.  
Helps with various small tasks for office staff as needed.

**Phone Bank**

Answers all incoming phone calls to the Admissions Office and answers questions or directs the caller to the appropriate area.  
Helps set up campus visits for prospective students and families.  
Helps prepare outgoing mailings and other small tasks for office staff as needed.

**Processing**

**Student Editor** – Analyzes, codes and enters data from applications for admissions as well as high school transcripts; some filing tasks.

**Clerical Assistant** – Analyzes, codes and enters data from high school transcripts; extensive filing tasks.

**Core Evaluator** – Evaluates and documents high school courses required for admission. Also may complete the daily deposit of application fees.

**STARS** – Student Telecounseling Admission Representatives – separate application

**SAA** – Student Admission Ambassadors – Volunteer position - separate application.

Other specific positions may also be advertised on the On-Line-Job Board found on the UNI web site under My UNIVERSE. If you are applying for a specific job that was advertised here, please list the job title and contact person's name.

Job Title \_\_\_\_\_ Contact Name \_\_\_\_\_

Date \_\_\_\_\_ Semester applying for \_\_\_\_\_

Name \_\_\_\_\_ Student Number \_\_\_\_\_

E-mail Address \_\_\_\_\_ Local telephone/cell phone \_\_\_\_\_

Local Address \_\_\_\_\_

Home Address \_\_\_\_\_

Current Classification \_\_\_\_\_ Expected Grad Date \_\_\_\_\_ Full-time Student? Yes No Work study? Yes No

Major \_\_\_\_\_ Computer skills outside of Microsoft Office \_\_\_\_\_

References

Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Previous Work Experience

Dates	Employer	Phone	Position
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Why would you like to work for the Admissions Office?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I attest that the above information is complete and accurate.

\_\_\_\_\_  
Signature

Please fill out the attached schedule indicating what hours you are available to work and the number of hours you would like to work per week.

Deliver or mail to:  
Admissions Office  
002 Gilchrist Hall  
Cedar Falls, IA 50614-0018  
(319) 273-2281

Name \_\_\_\_\_ Semester \_\_\_\_\_  
Fall Spring Summer

Please place an “X” in the boxes below to indicate the hours you are available to work.

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