

SLAC Office Assistant Application

Office Assistant Job Description

Today's Date:
Start Date:

Answering telephones, acting as receptionist, data entry, filing, making copies, running faxes, maintenance of office area, assisting students in finding information on SLAC website, running errands, collating papers, washing dishes after meetings, wiping off desks, watering plants, etc. **Position requirements include:** computer experience, attention to detail, typing speed of at least 35 wpm, ability to lift lightweight objects, and ability to conduct oneself in a professional manner.

PERSONAL INFORMATION

First Name: Middle Initial: Last Name: University ID:
Local Address:
City: State: Zip Code: Cell Phone Number:
Date of Birth: Email Address:
Major: Classification: Current GPA: Anticipated Graduation Date?
Anticipated # of hours for next semester? How many hours are you looking to work each week?
What is your employment classification? Work Study Part-Time Regular Wage
Are you currently working for Texas State University? Yes No If yes, where?
Have you worked for Texas State University? Yes No If yes, last date of employment?

WORK EXPERIENCE AND CERTIFICATIONS

Tell us why we should hire you and any related work experience and certifications (include expiration dates).

REFERENCES

Current/Previous Employer(s): Phone:
Supervisor's Name: Supervisor's Position:
Your job duties: May we contact this reference? Yes No

Please list dates and times you **are available to work** during our office hours (8 a.m. – 6 p.m., Monday through Friday):

