

SLAC Office Assistant Application

Today's Date:
Anticipated Start Date:

JOB DESCRIPTION

Greeting SLAC guests, answering telephones, entering data, filing, making copies, running faxes, maintaining office suite, assisting students in finding information on the SLAC website, running errands, collating papers, etc. **Position requirements** include computer experience, attention to detail, typing speed of at least 35wpm, ability to lift light-weight objects, and ability to conduct oneself in a professional manner.

PERSONAL INFORMATION

First Name: _____ Middle: _____ Last Name: _____
University ID: _____ TXSTATE Email: _____ Cell Phone Number: _____
Local Address: _____
City: _____ State: _____ Zip: _____
Major: _____ Classification: _____ Current GPA: _____ Anticipated Graduation Date: _____
Anticipated # of hours for Fall semester: _____ How many hours are you looking to work each week? _____
Have you worked for Texas State University? Yes No If yes, last date of employment? _____
Are you currently working for Texas State University? Yes No If yes, where? _____

WORK EXPERIENCE AND CERTIFICATIONS: Please list work experience and certifications (include expiration dates)

REFERENCES: Please note one professional and one personal reference

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

Please list dates and times you **are available to work** during our office hours (8a.m. – 5:00p.m., Monday through Friday).

Please send a completed application via email to Michelle Villalpando @ vmichelle@txstate.edu. You may also drop the application off with the SLAC main office located in suite 411, Alkek Library.