



Student name _____ Social Security number _____
last first middle

2015-16 campus address (if known) _____ Student ID number _____
_____ Campus e-mail _____

Home address _____ Cell phone _____
Home telephone _____

City _____ State _____ Zip code _____

Class in 2015-16: Freshman Sophomore Junior Senior Transfer student? Yes No

Academic major _____ Expect to graduate _____
month/year

Which semester(s) will you be available for work-study? Fall and Spring Fall only Spring only

List the last two jobs you have held, including work on the UE campus.

Employer	Type of Work

Skills: Typing (WPM _____) Lifeguard Water safety instructor?
 Office experience (describe below) Officiating (list sports below)
 Microsoft Word/Excel Student newspaper/yearbook

Additional info: _____

Indicate your UE job preference below (see potential job opportunities on the back of this form):

Choice	Department	Type of Work
1.	_____	_____
2.	_____	_____
3.	_____	_____

Availability: Weekends Evenings Will you be a Resident Assistant (RA) in 2015-16? Yes No

Will you be **away from campus** Fall 2015 **or** Spring 2016 **for any of the following:** co-op, student teaching, or study abroad?

If yes, circle the activity above. Will you be able to participate in work-study during that semester? Yes No

Do you have a valid driver's license? Yes No Can you provide your transportation for community service? Yes No

Returning students: Did you work on campus in 2014-15 or summer 2015? Yes No

If yes, which department? _____ Do you wish to return? Yes No

I understand that the Office of Financial Aid will make every effort to assist me in locating a job within a department I have requested. I also understand that my placement is dependent on a departmental decision to hire me and that I am expected to work a full seven hours per week when fall and spring classes are in session.

Student signature _____ Date _____

NOTE: Students may not be placed on work-study payroll until all employment forms are submitted or are previously on file. Forms include the W-4, GH-4, I-9, and direct deposit form. **Students offered work-study must interview for a job and start work within the first seven days of the semester in which they begin enrollment for 2015-16.** Employment forms and interview referral cards are obtained from and returned to the Office of Financial Aid before students may begin work. The I-9 form must be completed in person at the Office of Financial Aid.

Employment Opportunities

To assist in choosing your job preference, the following list describes the type of work available in each position. Returning students who request to remain in a position or who are requested to return to a specific job assignment are given first opportunity to do so.

Academic Division/Departments:

Most jobs in these areas are clerical in nature and can be done by any student; however, some require specific expertise, and only students majoring in certain fields can be hired. Examples of departments are Theatre, Music, Nursing, Physical Therapy, Religion, English, Foreign Languages, Archaeology, Art, Exercise Science, and Psychology.

Annual Giving, Office of Development: telephone calls, mailings, data entry, typing, general clerical

Center for Academic Advising: general clerical, freshman registration assistance

Center for Adult Education: typing, general clerical

Center for Career Development: typing, general clerical

Center for Student Engagement: receptionist, typing, general clerical

Central Receiving: materials handling and delivery (applicant must have a valid driver's license and provide proof of auto insurance)

Copy Services: general duplicating, folding, collating (must have a valid driver's license and provide proof of auto insurance)

Dean of the College of Education and Health Sciences: general clerical assistance

Dean of the College of Engineering and Computer: general clerical, filing, typing

Department of Athletics: general clerical, equipment and training room assistance, field maintenance, laundry, varsity weight room

Department of Biology: typing, general clerical

Department of Theatre: publicity, ticket office, costume shop, scene shop, typing, general clerical (theatre majors, priority is given to juniors and seniors)

Excel Student Academic Success Center: assist others with writing assignments (applicant must have successfully completed Writing 204)

Harlaxton College (overseas): library (includes computer labs), student affairs, garden maintenance, and principal's office

Honors Program: data entry, filing (honors students encouraged to apply)

Intensive English Center: typing, general clerical

Mail Services: mail processing, campus courier, mail delivery, office supplies (must have a valid driver's license and provide proof of auto insurance)

Crayton E. and Ellen Mann Health Center: receptionist, typing, general clerical

Office of Academic Affairs: typing, general clerical

Office of Accounting and Audit: data entry, filing, copying, word processing, telephone duties, mailings

Office of Admission: mailings, application processing, data entry, typing, general clerical, switchboard operator

Office of Alumni and Parent Relations: demographic data, mailings, data entry, typing, general clerical

Office of Counseling, Health Education, and Disability Services: general clerical

Office of Cultural Engagement and International Services: typing, general clerical

Office of Development: typing, general clerical

Office of Financial Aid: record maintenance, filing, typing, general clerical

Office of Human Resources, Payroll: typing, general clerical

Office of Institutional Research: data entry, typing reports in Microsoft Word and Excel

Office of Institutional Research, Academic Assessment: general clerical assistance

Office of International Admission: typing, general clerical

Office of Religious Life: chapel assistance (applicant must be receiving UE work-study not federal work-study)

Office of Residence Life: mail clerk, typing, general clerical

Office of Safety and Security, Ace Patrol: escort, residence hall guard, evening and weekend schedule (must be a junior or senior)

Office of Safety and Security, Parking Enforcement: traffic patrol, write parking tickets (weekday job)

Office of Student Accounts: records maintenance, billing, filing, typing, general clerical

Office of Study Abroad (on campus): general clerical

Office of Technology Services: equipment assistance and delivery, computer lab assistance, delivery of processed jobs, help desk

Office of the Dean of Students: general clerical assistance

Office of the President: general clerical

Office of the Registrar: records maintenance, registration, filing, typing, general clerical

Office of University Relations: general clerical

Recycling Program: recycling program (applicant must have valid driver's license and have auto insurance or be insurable)

Research and Advancement Services, Office of Development: filing, mailings, general clerical

Ridgway University Center: check out game equipment, coordinate lounge publicity, information desk

School of Education: typing, general clerical

Sodexo: catering, stocking beverages, salad or deli bar, card processor, convenience store

Student Fitness Center: front desk, free-weight room, aerobics, conditioning room assistance

Student Publications (*Crescent Magazine/LinC*): general clerical support for newspaper, magazine, and yearbook production

UE Reads!: off-campus reading coaches for elementary school students (applicant provides own transportation)

University Bookstore: cashier, stock clerk, general assistance

University Libraries : acquisitions, cataloging, circulation, periodicals, typing, general clerical

Vice President for Fiscal Affairs and Administration: general clerical

Volunteer Services: off-campus community project coordinators (applicant provides own transportation if needed)

Note: Job availability is subject to change.