

University of Arkansas Department of Mathematical Sciences

Position: Office Assistant

Duties include, but are not limited to: Operate copier/scanner/printer; deliver/pick up materials from locations on campus; move furniture; assist w/preparation for receptions; use MS Office Suite to create spreadsheets, documents, etc.

Complete, Save & Email to math@uark.edu OR return to SCEN 309, during normal office hours 8am-4:30pm M-F.

Name: _____

Your UARK email _____ Phone #, including area code: _____

All email from this office will go to your UARK email only!

Student ID #: _____ Applying to work in Year _____ Fall Spring

Classification: Undergraduate Graduate Student

LOCAL Address: _____

Number of hours per week you will work _____ (MAX=20)

Consider your class schedule & indicate below when you CAN work as Office Assistant 8am-4:30pm M-F

EXAMPLE	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8-10					
11-12:30					
2:15-4:30					

List your relevant office work experience, including computer skills & software used:

Are you CURRENTLY working for pay at the University of Arkansas? NO YES

IF YES: College/department _____, Supervisor's name _____,

Your duties are _____.

EVER worked for pay at the University of Arkansas? NO YES

IF YES: what Year _____, College/department _____,

Supervisor _____, and Duties _____.

DOMESTIC Student (US Citizen/Perm.Resident):

Do you have Federal College Work Study Funding for the current academic year? NO YES

IF YES: Has it been awarded? NO YES UA Financial Counselor Name: _____

INTERNATIONAL Student: Date your Work Authorization expires _____**REFERENCES**

Name	Name
Reference type: work personal	Reference type: work personal
Address	Address
Email	Email
Phone	Phone

Signature: _____ Date: _____