



**DEPARTMENT USE ONLY:**

Date received: \_\_\_\_\_  
 Semester: \_\_\_\_\_  
 Credits enrolled: \_\_\_\_\_  
 Meets GPA requirements: \_\_\_\_\_

# Application for Employment

*Please review the application and requirements before completing*

- Please note that this application is only for **undergraduate** students who are full-time.
- Be honest and explain answers thoroughly. Complete the entire application.
- **All student employees in the Department of Student Life are held to academic requirements. In order to be hired, all Student Assistants must have and maintain a 2.0 accumulative grade point average. Student employees must also be available to work a minimum of 10 hours per week or as noted in the posted position.**
- For a detailed list of all areas within the Department of Student Life, please see the last two pages of this application.
- All Department applications will be retained within our office for 6 months.
- Upon completion, please return this application and a copy of your class schedule to: **Brian Butler, Coordinator, Student Life Administration, SU 130.**

***Thank you for applying!***

Today's Date: \_\_\_\_\_

Date Available to Start: \_\_\_\_\_

Name: \_\_\_\_\_

Student ID: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Campus Address: \_\_\_\_\_

Campus Phone: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Permanent Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Preferred Email Address: \_\_\_\_\_

Major: \_\_\_\_\_ Anticipated Date of Graduation: \_\_\_\_\_

- Have you ever attended another college? -----  Yes  No
- Have you ever worked on campus before? -----  Yes  No
- Do you currently qualify for federal work study? -----  Yes  No
- Have you ever been convicted for a misdemeanor or felony offense? -----  Yes  No

## Previous Employment and Volunteer Experience

Employer: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_  
Duties: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

Employer: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_  
Duties: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

## Employment Skills

[Please check the skills/work experience you possess]

- |   |   |                                    |
|---|---|------------------------------------|
| <input type="checkbox"/> Book Keeping     | <input type="checkbox"/> Event Planning | <input type="checkbox"/> Reception |
| <input type="checkbox"/> Cash Register    | <input type="checkbox"/> Filing         | <input type="checkbox"/> Typing    |
| <input type="checkbox"/> Computer Skills  | <input type="checkbox"/> Graphic Design |                                    |
| <input type="checkbox"/> Customer Service | <input type="checkbox"/> Manual Labor   |                                    |

## General Questions

1. How did you learn about this position?

- New Student Orientation  
 Job Listings [Student Employment]  
 ZipMail  
 Current Student Union Employee – Name(s): \_\_\_\_\_  
 Friend – Name(s): \_\_\_\_\_

2. Please describe your involvement in student organizations, extracurricular activities, and/or other interests [high school and college].

3. What skills would you bring to the Department of Student Life?

4. Identify two skills that you would like to develop further upon.

5. How many hours are you interested in working per week? \_\_\_\_\_

## Employment Areas of Interest

[Please see the last two pages of this application for detailed descriptions of each area]

**Please check which job positions you are interested in:**

### Administration

- Administration Desk
- Business Office
- Civic Engagement
- CSL Administration Desk
- Information and Event Services
- Marketing
- SOuRCe (Student Organization Resource Center)
- Office of Fraternity & Sorority Life
- Office of University Scheduling
- ZPN (Zips Programming Network)

### Facility Management

- Game Room
- Maintenance
- Operations
- Technology

**I certify that to the best of my knowledge, the information on this application is correct.  
I authorize any and all information to be verified.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Upon completion, please **return this application and a copy of your class schedule** to:  
**Department of Student Life Administration Office, SU 130**

## Department of Student Life Area Descriptions

*Interested in working in the Department of Student Life? Check out the descriptions below to learn about each area. If you have any questions about employment, please email Brian Butler, Coordinator, Student Life Administration, at [bjb68@uakron.edu](mailto:bjb68@uakron.edu).*

**Administration Desk:** Administration Desk employees provide exemplary customer service by answering questions; directing visitors to the various departments; and servicing students, full-time staff members, the UA community, and external clients. Admin desk responsibilities include administrative and secretarial tasks such as: answering phones, ordering supplies, scheduling meetings, and assisting with special projects as needed. The Administration Desk is located on the first floor of the Student Union within the Center for Service and Leadership.

**Business Office:** Business Office works closely with over 360 student organizations and the Department of Student Life in managing and monitoring of their budgets. The Business Office works to provide student assistants with experience in professional development, Microsoft Office Skills, time management, and other additional learning opportunities during their employment that can be used in nearly every field of study.

**Campus Programs:** The Campus Programs student assistant helps the Assistant Director for Campus Programs coordinate special events and programs for the UA community. The student assistant works closely with vendors to secure dates and complete business contracts. Working for Campus Programs will help the student assistant increase their understanding of event marketing and assessment tools used to evaluate the effectiveness of various types of programming. The student will also attain valuable skills in time management, professionalism, customer service, and multi-tasking.

**Civic Engagement Programs (serveAkron):** serveAkron encourages students to give back to the Akron community by offering service opportunities through service events, trips, and donation drives.

**Information Center:** The Information Center is responsible for greeting and directing guests and visitors throughout the Student Union. Information Center employees execute the daily operations of the Information Center, which include assisting internal/external clients of the Student Union; preparing/selling tickets for ZPN bus trips; administering laptop check-in/check-out; distributing kiosk signs; acting as a "Lost and Found;" creating signage for events; managing the sign-in for concourse tabling; and performing assigning tasks. The Information Center is located on the first floor of the Student Union.

**Maintenance:** Located on the second floor of the Student Union, the Maintenance Area is responsible for the upkeep and maintenance of the entire Student Union. Responsibilities of the Maintenance Area include care of lighting, painting, plumbing, carpentry, equipment repair, preventive maintenance, and electrical.

**Marketing:** The Marketing Area consists of a team of graphic designers responsible for the design of various print and digital materials that are used by the Department of Student Life and registered student organizations.

## Department of Student Life Area Descriptions

**Office of Fraternity and Sorority Life (FSL):** Located on the first floor of the Student Union, the Office of Fraternity and Sorority Life supports all chapters, councils, and honoraries. Student assistants help coordinate all major FSL events, manage social media accounts, help create marketing materials, promote community service and philanthropy opportunities, and complete day-to-day administrative work. Also, the student assistants speak with potential new members about the benefits of joining Greek Life and provide them information on how to get involved.

**Operations:** Formally located on the first floor of the Student Union, Operations exists throughout the facility in a way that provides a unique insight into how the Union functions. The Operations crew assists with maintaining/cleaning the facility; completing setups for all meetings and events; and preparing any audio/visual needs of each client. Also, Operations crew members carry out building checks and emergency procedures as needed. Operations provides an excellent opportunity for growth and leadership development through offering up to four positions who will work directly with clients and full-time staff members.

**Roo Lounge:** Located on the first floor of the Student Union, the Roo Lounge provides entertainment and a fun, social environment for all students, faculty, staff, guests, and visitors. Services offered include: 8 bowling lanes, 13 billiards tables, a newly updated gaming area, great music, and a great time with friends! As a part of this team, employees will gain skills and experience in programming, customer service, troubleshooting, fiscal management, and knowledge of an array of gaming equipment.

**Roo Lounge Maintenance:** As part of the Roo Lounge Maintenance staff, the maintenance team is responsible for repair, service, troubleshooting, and general upkeep of our 8 lane bowling alley. As a part of this team, employees will gain skills and experience in troubleshooting, problem-solving, machine repair, customer service, and teamwork. Interested applicants should have experience in working with heavy machinery or related bowling equipment.

**SOuRCe:** Located on the first floor of the Student Union, the SOuRCe is an acronym for the Student Organization Resource Center. The SOuRCe is considered the one stop shop for over 360 registered student organizations. The SOuRCe handles all student organization account inquiries and provides programming events for student organization members and advisors. The SOuRCe also helps students get involved in organizations on campus through OrgSync and answers all student organization inquiries and questions.

**ZPN:** The Zips Programming Network (or ZPN) puts on many engaging student events. The ZPN executive board consists of six different chairs responsible for different areas of programming—including traditional events like Homecoming, bus trips, crafting events, alcohol-free alternative events on the weekend, and diversity events. ZPN hires primarily in the Spring semester for the upcoming academic year. Those interested are welcomed to become associate members, attend weekly meetings, and help work events. Contact [zpn@uakron.edu](mailto:zpn@uakron.edu) for more information.