

The Ohio State University Enrollment Services Imaging Center Student Assistant Position Application

Return this completed application to Kris Dalton-Young at dalton.247@osu.edu. Please feel free to email any questions you have regarding the position or application.

Personal Information:

Full Name: _____ OSU ID#: _____

Birthdate: _____

Current Address: _____ Zip Code: _____

Cell Phone #: _____

OSU Email Address: _____

Will you be working anywhere else on campus? Yes No. If yes, where? _____

University Information:

What is your OSU status: Freshman Sophomore Junior Senior Graduate

How did you start at OSU? Beginning Freshman Transfer Student Graduate Student

What is your current intended major? _____ Minor? _____

Have you scheduled your classes for Fall 2020? Yes No

Availability Information: (please check all that apply)

Are you available to work at least 12 hours a workweek? Yes No

Are you available to work during **Winter Break** (Dec. 12 – Jan 10, 2020)? Yes Partial No

Are you available to work during **Spring Break** (March 15-19, 2021)? Yes Partial No

Are you available to work potential weekend hours during the peak season (Nov – Feb) if necessary?

Saturdays: Yes No; **Sundays:** Yes No

Are you available to work potential evening shift hours (5pm – 9pm) during peak season (Nov – Feb) if necessary?

Yes No

Experience: (prior experience is *not* a requirement for this position)

Do you have any previous experience working in an office setting? ____ Yes ____ No.

If yes, please briefly describe your duties:

Special Talents and Abilities:

Please rate your ability to handle the following tasks. Using this scale, 1 indicates a weakness and 4 indicates a strength.

	1	2	3	4
Work as a team player				
Understand and execute complex instructions				
Communicate clearly and professionally				
Take initiative and work independently when work season is slow				
Willingness to ask for help when struggling with an issue				
Arrive to work on time and keep a set schedule				
Work in a high stress environment (during peak season)				
Maintain the highest level of attention to detail				
Technology comprehension (working office equipment & software)				
Work in a confidential capacity maintaining student records				
Handle repetitive tasks with speed and efficiency				
Work professionally in an office setting				

Signature:

Please note: Student Assistants work in the Imaging Center must maintain a cumulative GPA of 2.5 or above.

I certify that all information listed on this application is true and correct to the best of my knowledge.

Signature

Date