

# 2019-2020 Mail Center Assistant Application

Thank you for your interest in the Mail Center Assistant position! Please review the information below before submitting your application. Any questions about the application, position, or process can be directed to Erik Heller in Residence Life. Applications will be open March 18 through April 5, 2019.

To be considered for employment, applicants must meet the following conditions:

Available for employment August 22, 2019 - May 15, 2020.

Enrolled as a full-time student with 12+ undergraduate credits during employment.

Maintain a minimum cumulative GPA of 2.5 before and during employment.

Must live in the residence halls during employment.

Must be available to fully attend fall training, opening weekend, fall semester closing, spring semester opening, spring semester closing, regular staff meetings, and other required activities.

Review the position description.

Hourly Pay: \$7.50 Hours: 7-12 per week

A resume must be uploaded with your application. Resumes should be uploaded as a PDF document. Applicants are strongly encouraged to utilize Career Services for assistance in developing a professional resume.

## General Information

First Name [Required]

Last Name [Required]

Student ID Number [Required]

Enter your W# without the W

Email Address [Required]

Please use your UWRF email address. All communication regarding the hiring process will be through your university email.

Valid input:

- name@myschool.edu

Phone Number [Required]

This is the number we will use to contact you

Valid input:

- must be 10-15 digits long and may include only numbers, hyphens, and spaces.

Cumulative GPA [Required]

Class Standing for 2019-2020 [Required]

What will your class standing be during 2019-2020?

Valid input:

- Select only one choice.

- must select a value.

First-Year

Sophomore

Junior

Senior

Anticipated Graduation Date

Include Month and Year

Where are you living during the 2019-2020 academic year? [Required]

Valid input:

- Select only one choice.

- must select a value.

- Ames Suites
- Crabtree
- Grimm
- Hathorn
- Johnson
- McMillan
- May
- Parker
- Prucha
- South Fork Suites
- Stratton
- Not Assigned Yet

## Application Information

Have you been sanctioned in any university-related discipline case or have been convicted of a crime on or off campus? [Required]

This includes judiciary cases and non-traffic related tickets. Indicating yes does not mean that you will not be selected, but does require an explanation below. Your student conduct history will be verified and will be taken into consideration prior to a job being offered.

Valid input:

- Select only one choice.
- must select a value.

- Yes
- No

If Yes, please explain

Are you planning to study abroad during Fall 2019 or Spring 2020? [Required]

Valid input:

- Select only one choice.
- must select a value.

- Yes
- No

Have you been previously employed with Residence Life? [Required]

Valid input:

- Select only one choice.
- must select a value.

- Yes
- No

## Additional Information

Why are you interested in the Mail Center Assistant position? [Required]

Describe a few of your strengths and how they would assist you as a Mail Center Assistant. [Required]

How did you learn about this position? [Required]

Check all that apply.

- Poster
- Email
- Social Media
- Residence Life Staff
- Faculty/Staff/Advisor
- Other Students

Please list any organizations or leadership experiences you have had that would benefit you in this role. [Required]

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Please upload a PDF file of your resume [Required]

By submitting this application, I understand and agree to the following statements [Required]

- I confirm to the best of my knowledge, the information provided is complete and accurate.
- I give the Department of Residence Life the right to verify any/all information in regards to my application.

The University of Wisconsin-River Falls is committed to a policy of providing equal employment opportunity for all qualified individuals regardless of race, religion, creed, color, sex, gender identity or expression, national origin, ancestry, age, disability, marital status, relationship to other employees, sexual orientation, political affiliation, arrest or conviction record, membership in the national guard, state defense force or any other reserve component of the military forces of the United States or the State of Wisconsin, or other protected status. The Department of Residence Life is part of the Division of Student Affairs at the University of Wisconsin-River Falls.