

HELP WANTED

UNDERGRADUTE STUDENT POSITION AVAILABLE IN THE UNDERGRADUATE HOUSING ASSIGNMENTS OFFICE

Title: Student Assistant

Department: Housing and Residential Life

General Position Summary:

The student assistant position in the HRL Office of Undergraduate Assignments is a year-round position. During the fall and spring academic terms, a 20 hour work week is required. Full-time work hours (40 hours) during winter and spring breaks are required, and a full-time week during spring break is expected. This position is primarily customer service-oriented, as it involves answering phone calls from student and parents, as well as assisting students/parents in person. It also involves filing and data entry tasks.

Specific Job Requirements:

- Good organization skills
- Some customer service experience preferred
- General computer skills necessary
- Ability to follow directions
- Good oral communication skills
- Ability to work cooperatively with others
- Punctuality and good attendance record is required
- Ability to work with students and parents in a helpful and positive manner

If interested, please complete and return the attached application to:

Undergraduate Housing Assignments Office
Roger Williams Building Room 105
18 Butterfield Road
Kingston, RI 02881
Tel - (401) 874-4151
Fax – (401) 874-2965
E-mail - housing@etal.uri.edu

Looking for a Great On-Campus Job??



The Department of Housing and Residential Life has an opening for a **Digital Arts Specialist**. The selected candidate will report to the HRL Network Administrator. Responsibilities are content management/development for the new HRL **Digital Signage Network**. This position could be an excellent addition to your resume.

This position requires the following:

- **MUST** be able to work 20 hr/wk during the fall and spring semesters and 40hr/wk over **ALL** breaks.
- Some experience with graphic arts design including but not limited to Flash, Photoshop, digital video/photography, some web design skills helpful, some Windows networking skills helpful.
- Experience with Windows XP and Office Suite preferred.
- **Freshman/Sophomore Graphic Arts, MIS, CS, CE, EE, and all other majors encouraged to apply.**

If interested fill out the attached application and bring it to the 1st floor of the Roger Williams building. Email your resume to Alex@uri.edu. Don't pass up this great opportunity!!





STUDENT APPLICATION FOR EMPLOYMENT

DEPARTMENT OF HOUSING & RESIDENTIAL LIFE
ROGER WILLIAMS COMMONS, 18 BUTTERFIELD RD, KINGSTON RI 02881 (401)874-5374

Name: _____

_____/_____/_____
Today's Date

(_____) _____

Current Local Phone or Cell Phone Number: _____

URI ID Number:

Current Local Address:

Social Security Number:

Current Local Mailing Address or Union Express Address:

_____/_____/_____
Date of Birth

Home Address:

Home City:

Home State:

Home Zip:

Position:

(_____) _____

Home Phone Number: _____

E-mail Address:

Current Class Standing:

Freshman Sophomore Junior Senior

Would you be working under the work-study program?

Yes No

Would you be able to work any of the following breaks?

Winter Break

Yes No

Spring Break

Yes No

Summer Break

Yes No

Have you ever worked for the Department of Housing and Residential Life?

If yes, list position, supervisor and dates of employment.

Yes No

Have you ever worked at the University of Rhode Island?

If yes, list position, supervisor and dates of employment.

Yes No

Do you plan to take any summer courses?

Yes No

Please note that student staff will be allowed to take one course per summer session.

Living and Learning Together at URI

Employment/Activity History

Please list any jobs or organizations (past or present) that you've held or belonged. (e.g. sports, clubs, volunteer work, etc.): If necessary, use a separate sheet of paper for additional listings.

Job/Organization		
From:	To:	Position Held:
Time Commitment:		Would you continue? Y/N
Responsibilities:		

Job/Organization		
From:	To:	Position Held:
Time Commitment:		Would you continue? Y/N
Responsibilities:		

Job/Organization		
From:	To:	Position Held:
Time Commitment:		Would you continue? Y/N
Responsibilities:		

References		
Name	Phone Number	Relationship

Information Release

NOTICE: The Department of Housing and Residential Life Guidelines prohibit candidates from applying for positions while on Disciplinary or Residence Hall Probation. The H.R.L. Student Conduct Office will screen all applicants. Passing the screening is a prerequisite to being considered for this position.

I hereby grant the Department of Housing and Residential Life authorization to access my Student Conduct records with the Office of Residential Education and with the Office of Student Life for the purpose of determining eligibility for this position. University guidelines state that I will not be hired if I am on Residence Hall or Disciplinary Probation at the time of application.

I also grant the Department of Housing and Residential Life authorization to access my Academic records for the purpose of verifying my Cumulative G.P.A. All student employees must maintain a minimum cumulative G.P.A. of 2.0 to be eligible for employment.

Furthermore, I agree that the information above is correct, to the best of my knowledge.

Signature: _____ Date: ____/____/____

The University of Rhode Island is an affirmative action and equal opportunity employer.

Office Use Only	
Accepted <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Position: _____
Notes:	Start Date: ____/____/____