

Application for Student Jobs in RI College Student Union

Please fill-out and submit to the Student Union Room 408.

Name _____ Date _____

College Address _____
street city state zip

Permanent Address _____
street city state zip

E-Mail Address _____

Phone () _____ Major _____ Expected Graduation Date _____

Do you have Workstudy? _____ If so, how much? _____

Hours per week available to work _____

Please list past employer
Employer

Supervisor

Dates

Reason for Leaving

Please list top three job preferences (See reverse side)

1. _____ 2. _____ 3. _____

Please use this additional space for comments.

The Student Union is an Equal Opportunity Employer

Student Jobs in the Rhode Island College Student Union:

Welcome to RIC! The Student Union Office is one of the many student employers at RI College. The department employs 45 students each semester both with workstudy and non-workstudy funding. In most cases, the pay scale starts at minimum wage rates and increases each year employment continues within the Student Union. There are many jobs offered, such as: Office Assistant, Welcome and Information Center Assistant, Campus Card Employee, Operations Assistant, Special Projects Assistant and Graphics Assistant. Once on board, there can be opportunity to change jobs within the Student Union or take on higher-level responsibilities. The employment at the Student Union enables you to take classes and work around your schedule.

Positions:

***Campus Card Assistant**

Campus Card Assistants make student ID's and supports and access control system for campus-wide facilities, among other things. Experience in the computer field and general office/customer service skills are required.

***Welcome and Information Center Assistant**

The position of Welcome and Information Center Assistant requires general knowledge of the Rhode Island College campus, departments and programs. Students in this area sell tickets to campus events and provide keys and mail to student organizations, among other things. Outgoing and pleasant personality characteristics are essential.

***Office Assistant**

This position, located in the Student Union Office, staffs the front desk and offers support in a variety of ways. Functions include answering phones, filing, photocopying and various assigned tasks.

***Special Project Assistant**

"SPA's" support the Assistant Director, Student Activities with the development, implementation and evaluation of Student Activities. These students coordinate events such as trips, leadership development opportunities and other events and perform other office tasks. (A detailed description available upon request).

***Operations Assistant**

Responsibilities of the Operations Assistant include supporting the Assistant Director, Operations and Services with daily projects such as room set up, maintenance, monitoring the facility, etc.

***Graphics Assistant**

Graphics Assistants design and produce flyers, banners, logos and miscellaneous promotion materials for student organizations on campus. Experience with computers and familiarity with Photoshop and Illustrator are required. Familiarity with InDesign, Acrobat and DreamWeaver (or HTML) or freehand illustration skills a plus! Applicants are encouraged to present a portfolio.

Rhode Island College Student Union Office—Student Union 408—(401)456-8034