



Student Employment Opportunity

Student Assistant *Center for Business and Economic Development* *(CBED)*

Division/Campus office	Center for Business and Economic Development (CBED)
Students needed	1
Position duration	Position begins fall semester and is renewable based on performance, availability and the needs of the office.
Scheduled work hours	10-20 hours per week Scheduled hours will vary depending upon the training schedule and the student's class schedule.
Requirements	Students must be in good academic standing, reliable, organized, personable, able to follow directions, and a self-starter. Knowledge of basic office skills is required. Excellent customer service skills are a must. Students who are eligible for Federal Work-Study are preferred but not required.
Position description	Provide administrative support to the Director; serve as first point of contact for all customers and clients; perform general office operations including copying, faxing, mail, printing reports, collating, ordering supplies, etc.; triage phone calls; maintain calendars and appointment schedules. Act as resource and respond to inquiries from faculty, staff, students, and others regarding course offerings, registration, and other procedures. Serve as liaison with other campus departments and with off-campus organizations. Oversee the processing of the course schedule, maintain program calendar, and calendar for classrooms assigned to CBED; maintain registration system. Analyze and help resolve enrollment problems during registration; process drop requests and refunds. Process, organize, and maintain materials related to the recruitment and hiring of new instructors and facilitators; Set up travel and accommodation arrangements for instructors delivering courses off-site; Manage events courses, programs, meetings, and receptions sponsored by CBED—including early morning, and evening set-ups, food service, room arrangement, name cards, parking passes, etc.
Application Deadline	If interested, please download and complete an application at http://www2.iupuc.edu/about/iupuc-jobs/ and return it to: Carol Kostrzewsky IUPUC Associate Director, Career Services 4555 Central Avenue, LC 1209 Columbus, IN 47203 Phone: 812.375.7527 E-mail: ckostrze@iupuc.edu

IUPUC is an EEO/AA employer, M/F/D/Veteran.



OFFICE OF CAREER SERVICES

INDIANA UNIVERSITY-PURDUE UNIVERSITY
COLUMBUS

www.iupuc.edu/careerservices

Phone: 812-375-7527

Fax: 812-314-8523

STUDENT EMPLOYMENT APPLICATION

Position you are applying for: _____

PERSONAL INFORMATION

Last name	First name	M.I.	Student id number: 000 _ _ _ _ _
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Major(s):	College level: <input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> Graduate
Expected graduation date:	

HOME ADDRESS

Street	City	State	Zip
Email address:	Home phone number:		
	Mobile phone number:		

EMPLOYMENT INFORMATION

Have you previously worked at IUPUC? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you eligible for federal work-study? <input type="checkbox"/> Yes <input type="checkbox"/> No
How many credit hours are you enrolled this semester?	How many hours a week are you available to work?
Are you eligible to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No	

PLEASE INDICATE THE HOURS YOU ARE AVAILABLE TO WORK EACH DAY

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY

SPECIAL JOB SKILLS

Skill	Please describe any additional skills below:
<input type="checkbox"/> Typing	
<input type="checkbox"/> Computing	
<input type="checkbox"/> Languages	
<input type="checkbox"/> Other	

WORK RELATED EXPERIENCE/VOLUNTEER WORK

Employer name and address	Job duties and responsibilities	Dates employed

		From:
		To:
		Hours per week:
Employer name and address	Job title and responsibilities	Dates employed
		From:
		To:
		Hours per week:
Employer name and address	Job title and responsibilities	Dates employed
		From:
		To:
		Hours per week:
<p>Student _____ signature: _____</p> <p>Date: _____</p> <p>My signature affirms that the information on this application form is accurate. Note: Employment offers will be contingent upon successful completion of a criminal background check and E-Verify.</p>		

RETURN APPLICATION TO:

Carol Kostrzewsky
 Office of Career Services
 Indiana University-Purdue University Columbus
 4555 Central Avenue LC 1205
 Columbus, IN 47203

You may also e-mail this application as an attachment to: ckostrze@iupuc.edu