

OFFICE OF MULTICULTURAL ACADEMIC SUCCESS  
Front Desk Staff Office Assistant



**Identification**

UO ID \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ (950 or 951)

Name (as it appears on ID card)

Last \_\_\_\_\_

First \_\_\_\_\_

Middle \_\_\_\_\_

Preferred First Name \_\_\_\_\_

**Local Address**

**Permanent Address**

Street \_\_\_\_\_

Street

City \_\_\_\_\_ State \_\_\_\_\_ City \_\_\_\_\_

ZIP \_\_\_\_\_

ZIP

County \_\_\_\_\_ Nation \_\_\_\_\_ County \_\_\_\_\_

UO E-mail Address \_\_\_\_\_ Cell Phone Number \_\_\_\_\_

**Undergraduate Record**

As of Fall 2009, you will be a:

\_\_\_\_ Freshman    \_\_\_\_ Sophomore    \_\_\_\_ Junior    \_\_\_\_ Senior    \_\_\_\_ Grad/Law

As of Fall 2009, will you have work study funding?    \_\_\_\_ Yes    \_\_\_\_ No

Current GPA (term) \_\_\_\_\_ (cumulative)

\_\_\_\_\_

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**Work Experience – a resume does not substitute**

(Please include volunteer and military service)

From \_\_\_\_\_ To \_\_\_\_\_ Employer

Position \_\_\_\_\_  
\_\_\_\_\_

Duties \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Work Experience – a resume does not substitute**

From \_\_\_\_\_ To \_\_\_\_\_ Employer

Position - \_\_\_\_\_  
\_\_\_\_\_

Duties \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Work Experience – a resume does not substitute**

From \_\_\_\_\_ To \_\_\_\_\_ Employer

Position \_\_\_\_\_  
\_\_\_\_\_

Duties \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# OFFICE OF MULTICULTURAL ACADEMIC SUCCESS

## Front Desk Staff Office Assistant

### Professional References

1. Name \_\_\_\_\_ Position \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone Number \_\_\_\_\_

Relationship to  
Applicant \_\_\_\_\_

2. Name \_\_\_\_\_ Position \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Relationship to  
Applicant \_\_\_\_\_

### Essay

The next part of the application process is to write a one-page essay on a separate sheet of paper answering the following question. Please double space, use 12-point font and 1 inch margins.

**Explain why you would want to work at the Office of Multicultural Academic Success (OMAS), and why you are the ideal candidate to work in our office.**

### Workshop Feedback

Please give us feedback on the Career Center workshop, April 8, 2009.

\_\_\_\_\_  
\_\_\_\_\_

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**Front Desk Staff Office Assistant**

**Additional Information**

Please feel free to attach any additional information you feel may be relevant to your application.

Please keep a copy of your application for your records.

**Signature**

By my signature, I certify that all statements on this application are true and complete.

Signature\_\_\_\_\_

Date

Return completed application by 5pm, April 17, 2009 to:

Front Desk Staff Search Committee  
Office of Multicultural Academic Success  
c/o Carla McNelly  
1255 University of Oregon  
Suite 164 Oregon Hall  
Eugene, Oregon 97403-1255  
[mcnelly@uoregon.edu](mailto:mcnelly@uoregon.edu)