The Honors College is looking to hire Federal Work-Study / Student Assistants (SA) students to the staff. Please read the following position description for more information. If you are interested, please complete the application and submit with a resume, and Spring 2019 semester schedule to the Honors College at honors@buffalo.edu.

**University Honors College**

**Spring 2019 Work Study/ Student Assistant (SA) Opportunity**

*- Student must be in good Academic Standing-*

*-Federal Work Study students must have received Work Study Award letter-*

Honors College Work Study/Student Assistant Description:

The primary responsibility of the Work Study/Student Assistant (SA) is to support the Honors College Front Desk/Reception area by providing general office support to the Honors College’s professional staff including:

* Answering telephones
* Greeting Honors College guests
* Answering basic questions
* Scheduling Advising appointments
* Checking students in for appointments
* Upkeep of Don Shack Student Lounge
* Mailing (some large)
* Copying
* Assist with room reservation inquires
* Assist with programs and events
* Completing special projects
* Other duties as assigned

Preferred Qualifications:

* Ability to communicate in a clear and friendly manner
* Customer service orientation
* Strong organizational skills
* Previous office work, desired but not necessary.
* Working knowledge of Microsoft Word and Excel
* Must be accurate, dependable, friendly and willing to work on a team

Desired Availability:

Flexible availability to work for up to ten hours weekly between the hours of 8:15am – 4:30pm

Office Profile:

The University Honors College has a staff of a Director, Administrative Director, three Assistant Directors, two Academic Advisors and a Graduate Assistant. The Student Assistant/Work Study students will report directly to the UGE Assistant Finance/HR Manager who also serves as the Honors Office Manager. Work assignments can be assigned from all Honors College professional staff members.

Interested students, please contact Douglas Hoston at prov.dlhoston@ubitmail.buffalo.edu 716.645.6036.

**Honors College Student Assistant/Federal Work Study Application**

(Please Print or Type)

Academic Year\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_/\_\_\_\_/\_\_\_\_

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Last Name First Name MI

Student Person #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Local/Campus Address:

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Street City State Zip

Permanent Address:

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Street City State Zip

Cell Phone Number \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

Campus Telephone \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

Home Telephone \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

UB Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ @buffalo.edu Personal Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Previous Employment:

Location Title Phone Number

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Why would you like to work for the Honors College:

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