



SAN FRANCISCO

STATE UNIVERSITY

San Francisco State University

Lead Housing Business Office Assistant

PREREQUISITE:

Must be a SFSU Student and are required to maintain a 2.35 minimum GPA during term of employment

PERIOD OF EMPLOYMENT:

Academic Year 2008 – 2009

POSITIONS:

Lead Housing Business Office Assistant

Completed applications should be returned to the University Housing Business Office in Mary Ward Hall. Please contact Joseph Jelincic at jjelincic@housing.sfsu.edu if you have any questions.



San Francisco
State University

University Housing

Mary Ward Hall
800 Font Boulevard
San Francisco, California 94132-4045
Tel: 415/338.1067
Fax: 415/338.6219
Email: housing@sfsu.edu

Dear Applicant:

University Housing is hiring staff for the 2008-2009 academic year. We believe encouraging and selecting well-skilled individuals to be part of our staff will serve the best interest of the community!

We are looking for individuals that are serious about the positions and can define and articulate their motivation, expectations, and desire for learning. Also, it is important for you to demonstrate competence in all areas of the job and have the willingness and ability to perform at a high level. These positions may not be right for everyone, so seriously consider your qualifications and interests.

The Housing Business Office Assistant Selection Process for the academic year will be determined by the position for which you are applying. Selection of applicants for positions operates from a two tier-process:

- **Tier One: Application Process**, we will be evaluating you on your completed application, your prior experience, your references, etc. The quality of your application, attention to detail, and experiences will determine if you are invited to participate in the second tier of our process.
- **Tier Two: Interview Process**, Individual interviews last approximately 30 minutes and are facilitated by an appropriate supervising staff member.

Attached, you will find a copy of the Student Assistant "One App" application for the academic year. In addition, you will also find a Check-off Sheet to assist you in the completion of the process and will need to be *attached to the top of your application*.

Please feel free to contact the respective Housing Personnel for the position you are applying for should you have any questions. We look forward to meeting you during the process. Good luck!

Respectfully,

University Housing Staff

PLEASE RETURN COMPLETED APPLICATIONS TO:

**University Housing Business Office
Attn: BOA Selection
800 Font Boulevard
Mary Ward Hall
San Francisco, CA 94132-4036
Fax: (415) 338-6219**

Lead Business Office Assistant Check-Off Form

Please attach this form to the top of your application.

Name: _____

_____ Attach a cover letter discussing your interest in the position. Be sure to include what qualities you possess that make you an outstanding candidate for this position.

_____ Attach a copy of your resume.

_____ Complete the Student Assistant Employment Application.

_____ Attach a copy of your unofficial SFSU transcripts. [found on mySFSU on the SFSU webpage]

_____ Turn in application and all required information to the Housing Business Office in Mary Ward Hall.

Applicant's Agreement

The information provided on this application is accurate to the best of my knowledge. I also authorize the release of my transcripts, academic schedule and grades by the appropriate University Office to verify any of the above SFSU information. If employed, I will promptly inform the employer of any changes in this information. I am aware that SFSU Business Office Assistant employment is part-time (academic year) and temporary; the employer or employee may terminate employment at any time. I agree to complete the pre-employment processing which also includes signing the Oath of Allegiance to California and fingerprinting by UPD.

Signature _____ Date _____

Please provide the following information. This data is being collected for statistical purposes in order to comply with the U.S. Department of Education Office for Civil Rights guidelines. Your completion of this section is voluntary. Your responses are optional and will remain confidential and will not affect your employment opportunities at the University.

Ethnic Origin:

- | | | |
|---|--|--------------------------------|
| <input type="checkbox"/> African American/Black | <input type="checkbox"/> Native American | <input type="checkbox"/> Asian |
| <input type="checkbox"/> Filipino | <input type="checkbox"/> Latino | <input type="checkbox"/> White |
| <input type="checkbox"/> Other/Decline to State | | |

Gender: Female Male Other/Decline to State

San Francisco State University
University Housing

Business Office Assistant Employment Application

(Please print or type)

PERSONAL DATA

Last Name: _____ First Name: _____

Student ID #: _____ Email Address: _____

Cell / Alternate Phone Number: _____ Home Phone Number: _____

Academic Address:

Building: _____ Room/Apt#: _____

Street/Apt#: _____ City: _____ State: _____ Zip: _____

Permanent Address:

Street/Apt#: _____ City: _____ State: _____ Zip: _____

EMERGENCY CONTACT INFORMATION

(Person you would like for us to contact in event of an emergency)

Last: _____ First _____ Mi: _____

Street/Apt#: _____ City: _____ State: _____ Zip: _____

Home Phone Number: _____ Alternate Phone Number: _____

SFSU ENROLLMENT INFORMATION

Are you enrolled at least half-time at SFSU?
(If not, you are not eligible to apply.)

Yes No

Freshman Sophomore Junior Senior Grad

Current Semester Units: _____

Major: _____ Career Goal: _____

Current Semester GPA: _____ Overall GPA: _____

Have you worked for SFSU within the last year?

Yes No

Have you ever been convicted of a felony?

Yes No

Are you currently employed?

Yes No

If yes, and you are planning to continue with your current employer while working for University Housing, please complete the following:

Employer Name: _____ Department: _____

Street: _____ City: _____ State: _____ Zip: _____

Hours per week you will continue to work: _____

EXTRACURRICULAR ACTIVITIES: (Use additional sheets if necessary)

The position you are applying for is for the academic year. Is there any reason you may not be able to fulfill this obligation (e.g. graduation, study abroad, other jobs/internships, extra curricular, etc.)?

List involvement (volunteer or paid), including dates, with campus and/or community organizations, and list offices held and respective responsibilities.

QUALIFICATIONS AND EXPERIENCE

Can you type? Yes N Typing Speed:_____ Ten key calculator? Yes No

Please list your computer experience:

None PC Macintosh Word Processing Data Entry Other_____

Describe any software you have used:_____

What languages, other than English, do you speak? _____

Please list any additional skills you have which you feel might qualify you for this position:

PREVIOUS WORK EXPERIENCE (Please list most recent/current first)

1. Position:_____ Employer:_____
Address:_____
Telephone: _____ Dates Worked:_____ Salary:_____
Supervisor:_____ Reason for Leaving:_____

Duties/Responsibilities:_____

2. Position:_____ Employer:_____
Address:_____
Telephone: _____ Dates Worked:_____ Salary:_____
Supervisor:_____ Reason for Leaving:_____

Duties/Responsibilities:_____

3. Position:_____ Employer:_____
Address:_____
Telephone: _____ Dates Worked:_____ Salary:_____
Supervisor:_____ Reason for Leaving:_____

Duties/Responsibilities: _____

PROFESSIONAL JOB REFERENCES

Name: _____ Relation: _____
Address: _____ Telephone: _____

Name: _____ Relation: _____
Address: _____ Telephone: _____

Applicant's Availability

WORK AVAILABILITY

Total hours per week you are available to work for the Housing Business Office: _____

Please make a check in each time slot that you are available to work.

Shift	Monday	Tuesday	Wednesday	Thursday	Friday
9am - 10am					
10am - 11am					
11am - 12pm					
12pm - 1pm					
1pm - 2pm					
2pm - 3pm					
3pm - 4pm					
4pm - 5pm					

