

Application for Employment: Student Processor

UW OSHKOSH ADMISSIONS

The Admissions Office application processing team is looking for a new member! We are in search of a current UW Oshkosh student with a keen eye for detail, who would like to help us process data for incoming UWO students. The student selected for this position will gain valuable skills in managing file systems (electronic and print), data input, organizational and multitasking capacities. If you have a strong work ethic and desire to be successful, this is a great job for you!

Job Qualifications:

- You must be a current UW Oshkosh student in good academic standing.
- You must be able to work independently, take initiative, follow through and complete tasks.
- You must be able to follow complex directions.
- You must have effective written and oral communication skills.
- You must have exceptional attention to detail.
- You must have excellent organizational skills.
- You must qualify for Work Study in your Financial Aid.

Job Duties:

- Entering data into the PeopleSoft student information system
- Scanning mail and other documents into ImageNow digital filing system
- Maintaining a filing cabinet of prospective student records
- Creating folders for prospective student records
- Maintaining electronic records for prospective students

First Name _____ Last Name _____

Student ID# _____ Cell Phone (_____) - _____

UWO Email Address _____

Campus/Local Address _____

Current College Status (Circle one) Freshman Sophomore Junior Senior
Senior +

Your college GPA _____ If you are a freshman, high school GPA _____

Do you currently have a job on or off campus? Yes No

If yes, where are you working? _____

Do you have daytime availability between 8-12 hours per week? Yes No

Please submit this application, along with a resume and brief cover letter, to **Admissions, Dempsey 135**. Questions about this position may be directed to **Nick Brewer** (brewern@uwosh.edu). Applications will be reviewed starting on Sept. 15, 2017 and continue until the position is filled.