

# ADMISSIONS OFFICE STUDENT PROCESSOR

University of Wisconsin Oshkosh Admissions Office

## INTRODUCTION

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

To be successful at this position, you must:

- Be a current UW Oshkosh student in good academic standing (min GPA 2.5).
- Able to work independently, take initiative, follow through and complete tasks.
- Follow complex directions.
- Have effective written and oral communication skills.
- Have exceptional attention to detail.
- Have excellent organizational skills.
- Qualify for Work Study in your Financial Aid.

## JOB RESPONSIBILITIES

- 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

## HOURS

This position is approximately **five (5) hours per week**, with priority scheduling from 8-4:30 M-F.

Some weekend/evening out-of-office work may be necessary but is not common.

## PAY

**\$7.25 per hour**

## START DATE

Start date is flexible, but may be as soon as **September 14, 2018**.

## CONTACT

Questions about this position can be directed to  
Emily Benedict  
920-424-0249  
benedicte@uwosh.edu  
**Dempsey 135**

# APPLICATION FOR EMPLOYMENT

## Admissions Student Processor

Please submit a completed application, resume and copy of your current class schedule to the Admissions Office, 135 Dempsey. Review of applications will begin promptly on Sept. 10, 2018 and continue until the positions are filled.

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Student ID # \_\_\_\_\_ Cell Phone Number: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

UWO Email Address \_\_\_\_\_

Campus/Local Address \_\_\_\_\_

High School You Attended: \_\_\_\_\_ Year of Graduation \_\_\_\_\_

City and State of Your High School \_\_\_\_\_

Current College Status     Freshman     Sophomore     Junior     Senior     Other

Your Major \_\_\_\_\_ Minor(s) If Any \_\_\_\_\_

Your GPA (If freshman, indicate high school GPA.) \_\_\_\_\_

Are you the first person in your immediate family to attend college?     Yes     No

Are you a transfer student?     Yes     No

If yes, please list the colleges you attended \_\_\_\_\_

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

If yes, where are you working? \_\_\_\_\_

Do you have daytime and evening availability between 5-8 hours per week?     Yes     No

How many campuses did you visit in deciding which college to attend?     0     1-3     4+

### Brief Personal Statement

Please discuss the skills you have that will make you an excellent Voices of Oshkosh Student Ambassador for UW Oshkosh. Include any relevant communication experience. Please attach as a separate sheet.

All application materials must be received in order for your application to be considered.

Signature \_\_\_\_\_ Date \_\_\_\_\_