

Front Desk Assistant Application

University of Oregon
Services for Student Athletes
1237 University of Oregon
Eugene, OR 97403

Contact Information
Front Desk Phone: (541) 346-5428
Office Manager (Shirley Brabham): (541)
346-1144 Fax: (541) 346-5358

Please return all required application materials to the front desk at UO SSA.

1. A resume outlining work history and experiences.
2. A schedule indicating work availability. Please fill out the attached blank schedule and follow the instructions on the page.
3. One unofficial current transcript of all course work.
4. A letter of recommendation from a professor or faculty member familiar with your academic work and/or job experience. Your letter of reference can be emailed (shirleyb@uoregon.edu), faxed, or sent through campus or U.S. mail (Services for Student Athletes).

Personal Information

Name:	_____	Email Address:	_____
Mailing Address:	_____	UO ID No:	_____
	_____	Birthdate:	_____
Phone Number:	_____	Work Study:	Yes No
	_____		_____
Major(s):	_____	Year in School:	_____
Minor(s):	_____	Expected Graduation Date:	_____
	_____		_____
Currently Enrolled Hours:	_____		

Desired Number of Work Hours Each Week (not to exceed 25): _____

Do you have a GE Appointment? **Yes** **No** **If Yes, what GE is it?** _____

I am aware that all tutoring is in accordance with the ethical standards of the University of Oregon. I agree that my actions will be consistent with University policy and within the guidelines established by this office.

Signature: _____ **Date:** _____