

2009 DESK ASSISTANT
NORTHERN ARIZONA UNIVERSITY ACADEMY:
FOUR CORNERS UPWARD BOUND/UPWARD BOUND/NIZHONI ACADEMY

NAU Summer Academy (Four Corners Upward Bound/Upward Bound/Nizhoni Academy) is a five-week, comprehensive program enabling participants (high school students, grades 9-11) to experience college life while strongly emphasizing academics for higher education. Our team of Desk Assistants maintains the front desk at the residence hall, ensuring communication among staff, students and families and facilitating all administrative desk duties.

Employment Dates: Saturday, May 30 – Thursday, July 2, 2009

We encourage you to attend our summer academy training (TBD).

Four Positions:	(1) full-time (40 hrs/wk) 7am - 4pm Monday - Friday	(1) part-time (30 hrs/wk.) 4pm - 11pm Monday - Friday
	(1) part-time (16 hrs./wk) 8am - 5pm Saturday & Sunday	(1) part-time (12 hrs./wk) 5pm - 11pm Saturday & Sunday

RESPONSIBILITIES:

- Serves as a general clerk and receptionist in the Residence Hall.
- Answers the telephone and is responsible for routing messages.
- Greets visitors and provides general information about the summer academy.
- Checks students in/out of residence hall during registration, weekdays, weekends, and conclusion of academy.
- Moderate filing and maintains organization and confidentiality of documents around the front desk area.
- Ensures that Summer Leaders (SL's) receive pertinent information.
- Monitors and keeps track of check in/out for both staff & academy participants.
- Monitors and records usage of summer vehicles.
- Distributes supplies as needed to program employees.
- Attends and contributes to clerical meetings once a week.
- Other duties as assigned by Program Assistant, Residence Life Manager, RHD, and/or Administrative Staff.

QUALIFICATIONS - Due to the demand of these positions, the ideal candidate should:

- Currently an NAU student with at least sophomore class status by the end of Spring 2009 semester.
- Have and maintain at least a 2.25 GPA.
- Have the ability to relate to students from various cultural backgrounds.
- Have basic knowledge of telephone etiquette.
- Have some clerical experience.
- Possess strong interpersonal and oral communication skills.
- Have the capability to handle high levels of **stress**.
- Be flexible and have the ability to use common sense.
- Be enthusiastic and motivated.
- Have initiative to work on own with little supervision.

SALARY: TBA

Application deadline: Friday, February 6, 2009

Applications may be mailed to: Melissa Begay, PO Box 6035, Flagstaff, AZ 86011 (Phone 523-6982)

Or delivered to: Melissa Begay in rm. 241 on the second floor of the Union above the Fieldhouse

2009 DESK ASSISTANT
NORTHERN ARIZONA UNIVERSITY ACADEMY:
FOUR CORNERS UPWARD BOUND/UPWARD BOUND/NIZHONI ACADEMY

Please complete this application and submit it along with a letter of interest

INDICATE POSITION(S) APPLYING FOR:

Full-time: __ 40hrs/wk: Mon - Fri, 7:00am - 4:00pm __ 30hrs/wk: Mon - Fri, 4:00pm - 11:00 pm
Part-time: __ 16hrs/wk: Sat & Sun, 8:00am-5:00pm __ 12hrs/wk: Sat & Sun, 5:00pm - 11:00pm

PERSONAL INFORMATION

Last Name	First	M.I.	Social Security Number - -	Application Date
Present Address	City	State	Zip	Present Phone
Permanent Address	City	State	Zip	Permanent Phone

E-mail address

EDUCATIONAL INFORMATION

Are you currently enrolled at NAU?	Enrolled in 2009 Summer Session 1 or 2?	If yes, please specify class and times:
Yes No	Yes No	

EMPLOYMENT RECORD

Present or last employer	Address	City	State	Zip
Your job title	Start date: Leave date:	Name of Supervisor	Phone number	Salary:
Reason for leaving:				
Description of responsibilities:				

Previous employer	Address	City	State	Zip
Your job title	Start date: Leave date:	Name of Supervisor	Phone number	Salary:
Reason for leaving:				
Description of responsibilities:				

Previous employer	Address	City	State	Zip
Your job title	Start date: Leave date:	Name of Supervisor	Phone number	Salary:
Reason for leaving:				
Description of responsibilities:				

REFERENCES

Name	Title/relationship	Address	Phone # (include area code)	Occupation

May we contact your present employer? Yes No

ADDITIONAL INFORMATION

Please give any additional information which may more fully describe your qualifications, skills, experience, education, background and interests.

Academy T-shirt Size:

- | | |
|---------------------------------|---------------------------------------|
| <input type="checkbox"/> Small | <input type="checkbox"/> X-Large |
| <input type="checkbox"/> Medium | <input type="checkbox"/> XX-Large |
| <input type="checkbox"/> Large | <input type="checkbox"/> Other: _____ |

An Equal Opportunity Employer

We are an equal opportunity employer, and we do not and will not discriminate on the basis of race, religion, national origin, gender, age, handicap, marital status, or status as a disabled veteran. Information provided on this application will not be used for any discriminatory purpose.

I hereby certify that the answers and other information on this application are true and correct and that I understand any misrepresentation or omission of facts on my part will be justification for separation from the department's service, if employed. I understand that my employment may be contingent upon receipt of an alien registration number, verification of birth, and any other pertinent information bearing upon my employment, and that my continued employment depends upon the will of the department or myself. I authorize access to my student records to review GPA and any other information pertinent to my application.

Signature

Date

Application deadline: Friday, February 6, 2009

Applications may be mailed to: Melissa Begay, PO Box 6035, Flagstaff, AZ 86011 (Phone 523-6982)
Or delivered to: Melissa Begay in rm. 241 on the second floor of the Union above the Fieldhouse