2015 APU Student Employment Timeline

APU Student Employment Application Goes Live | Monday, March 30, 2015
APU Student Employment Application Deadline | Friday, April 17, 2015
APU Student Employment Invitation Goes Out | Tuesday, April 21, 2015
APU Student Employment Interviews Begin | Monday, April 27, 2015
APU Student Employment Position Notification | Week of May 4, 2015
JOB DESCRIPTION

Three Student Assistant Positions Open – (Work Study Preferred)

Student Assistants are responsible for working with the Admissions Processing Unit to assist with a variety of functions in support of the Office of Admissions and the University’s enrollment goals. Student Assistants will also be expected to attend meetings and other periodic trainings as requested.

The duties for Student Assistants include, but are not limited to:

- Assisting with the receiving, tracking, indexing, and processing of undergraduate admissions applications, transcripts, letters of recommendation, and any and all other submitted materials in support of an application.
- Assisting with mail (incoming and outgoing) as well as preparing letters and mailing campaigns for distribution.
- Data entry functions.
- Provide superior customer service and high levels of professionalism at all times, with all colleagues, fellow students and staff.
- Contacting applicants directly by phone.
- Other duties as assigned.

APPLICATION PROCEDURE

1. Complete Application
2. 1 page resume (Please include specific computing skills and experience)
3. Letter of Interest
4. Unofficial copy of academic transcript from UAccess
5. Commitment to work 15-20 hours per week during the Fall 2015 and Spring 2016 semesters
   - Please include a copy of your Fall class schedule, indicating your desired work hours

INTERVIEWS & START DATE

Interviews will begin Monday, April 27th, 2015 and will continue through Friday, May 1st, 2015. The position will begin with mandatory half day trainings from Monday, August 17th through Friday, August 21st, from 8:00am to 12:00pm.

Completed application packet must be sent via email to:

Nita Ocansey
nocansey@email.arizona.edu
Subject: APU Student Employment Application
APPLICATION DEADLINE: Friday, April 17th, 2015 by 5 p.m.

General Information

Name: __________________________________ SID/EMPLID __________________________

Local Address: ________________________________________________________________
                        Street              City              State            ZipCode

Local Phone: _________________

UA Email Address: ___________________________________________________________

Permanent Address: ___________________________________________________________
                        Street              City              State            ZipCode

Phone: (____) ______________

Academic Information: (what class standing will you have in 2015-2016)

Year: [ ] Freshman    [ ] Sophomore    [ ] Junior    [ ] Senior    Other: __________

Expected Graduation Date: ________________

College: _______________________

Major: __________________________ Minor: _________________________________

Cumulative GPA: ______________
(2.500 minimum required)

If you are a transfer student, what institution(s) did you attend prior to coming to the UA?

________________________________________________________________________

If selected for an interview, are there any accommodations we need to be made aware of in order to facilitate your needs?

[ ] No       [ ] Yes: ________________________________

Are you Work-study eligible? [ ] Yes [ ] No    Did you apply for Work-study? [ ] Yes [ ] No

Are you able to work during the summer? [ ] Yes [ ] No

By signing below, I verify that all information disclosed on this application is accurate to the best of my knowledge; and I release permission to the Office of Admission to review my academic history, including but not limited to my cumulative grade point average, for the purpose of verifying my academic standing before and during employment.

Signature_______________________________________    Date__________________

Please Note: Students who do not provide all requested supporting documents will not be invited to an interview.
B. ELIGIBILITY FOR FEDERAL WORK STUDY PROGRAM

Eligibility for student employment under the FWS program is determined by the Office of Scholarships and Financial Aid (OSFA) each year based on the information submitted on the Free Application for Federal Student Aid (FAFSA). The required procedures are summarized as follows:

1. Generally, a student must apply for financial aid each year before March 1 for the upcoming academic year (Fall and Spring semesters).
2. Each application is reviewed in accordance with federal and university policies to determine financial need. Eligible students with financial need may be offered FWS awards per UA packaging guidelines. FWS awards, at UA, generally range from $500 -- $2,500 and average approximately $2,000 annually, depending upon the student's aid eligibility.
3. To be eligible for FWS, students must not owe a refund on a Pell Grant, Supplemental Grant, or the Leveraging Educational Assistance Partnership (formerly the State Student Incentive Grant) received to meet education costs. And, they cannot be in default on any Perkins Student Loan or on any Subsidized or Unsubsidized Stafford Loans.
4. FWS students must maintain at least half-time enrollment at UA during the Fall and Spring semesters for Undergraduate, a minimum of six units per semester and Graduate, a minimum of five units per semester. (Please note that this differs from General Student Employment).
5. FWS students must make satisfactory academic progress toward a degree in terms of minimum grade point average, minimum number of units completed, and a maximum time frame for a degree. OSFA monitors the academic progress of all aid applicants. If satisfactory progress has not been maintained, the supervisor will be notified when a student is no longer eligible to work under the FWS program. At that time, the department supervisor may transfer the student to GRE, if separate departmental funding is available.
6. During the Summer session, if funds are available for a Summer program, FWS students may or may not be enrolled but they must be financially eligible and indicate an intention to return to UA in the Fall semester as at least half-time students, except for those students that intend to graduate in August of that year. OSFA will determine both the availability and eligibility for Summer FWS funds.