Position: Office Assistant

## University of Arkansas Department of Mathematical Sciences

Duties include, but are not limited to: Operate copier/scanner/printer; deliver/pick up materials from locations on campus; move furniture; assist w/preparation for receptions; use MS Office Suite to create spreadsheets, documents, etc.

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Complete,	Save & E	mail to	math@uark.edu	OR r	return to SCEN 309,	during normal	office hours	8am-4:30pm M-F.

Name:					
Your UARK email				g area code:	
All email from this offic					
Student ID #:		Applying	to work in Year	Fall	Spring
Classification:	Undergraduat	te	Graduate Student		
LOCAL Address:					
Number of hours per we	ek you will work _		(MAX=20)		
Consider your class		icate below wh	en you CAN work	as Office Assis	tant 8am-4:30pm M
EXAMPLE	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8-10					
11-12:30					
2:15-4:30					
List your relevant o	office work evr	parianca incl	uding computer	ekille & cofty	vore used:
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Are you <u>CURRENTLY</u>	working for pay at	t the University	of Arkansas?	NO	YES
IF YES: College/departn	nent		, Supervisor's na	ime	
IF YES: College/departn Your duties are	nent		, Supervisor's na	ime	
IF YES: College/departn Your duties are EVER worked for pay at	t the University of	Arkansas?	, Supervisor's na	YES	
IF YES: College/departm Your duties are EVER worked for pay at IF YES: what Year	t the University of, College/de	Arkansas?	NO	YES	
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IF YES: College/departm Your duties are EVER worked for pay at IF YES: what Year Supervisor DOMESTIC Student (	t the University of, College/do	Arkansas? epartment, and Duties n.Resident):	NO	YES	
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