



2009 Summer
2009-2010 Academic Year

Office of Student Development

Clerk Application

University of California, Berkeley

*University of California, Berkeley * Office of Student Development*

Dear Clerk Applicant:

The Office of Student Development (OSD) would like to offer you an employment opportunity for the Summer 2009 and 2009-2010 academic year. The **Clerk** position has been developed to assist the professional staff centrally and in each residential area. Positions are available in the OSD central office, with the Assistant Directors, with the Academic Program Coordinators, and with the Resident Directors. These positions may operate during the business, evening, and/or weekend hours.

Please note that candidates who are on work study are given preference in the process. The working hours are flexible. You may work ~ 7 - 14 hours per week, depending on your work study status. Please note that Work Study funds listed on your application will be expected to be applied toward your Clerk position if you are selected. The wage will be **\$11.25 per hour**.

For more information about this position, please read the attached job description. If you are interested in becoming a Clerk, please fill out the enclosed application and return it to the Office of Student Development Office at 2610 Channing Way on the 3rd floor of the RSSB. Please note that the Clerk selection is a continual process. Once applications are submitted, they remain on file for the remainder of the academic year. Applicants may be contacted at any time by staff with an open position.

If you have any questions, feel free to contact me at 643-8565 or rhershkowitz@berkeley.edu.

Sincerely,

Robin Hershkowitz
Training and Staff Development Specialist
Office of Student Development: Residential Living

2009-2010 OSD CLERK JOB DESCRIPTION

The Office of Student Development (OSD) offers a number of student clerk positions to work in the central office, for an Assistant Director, or with one of the Resident Directors and/or Academic Program Coordinators in each of the five units. The student clerk is supervised and evaluated by a professional staff member in OSD. The Student Clerk works ~ 7-14 hours* per week, depending on work-study status, and negotiates a work schedule with their direct supervisor, which may include some evening hours. The Student Clerk is a preferred Work-Study position paying \$11.25/hour and is classified as an Assistant II.

Required Qualifications

- computer literacy
- timeliness
- sound judgment and ability to maintain confidentiality
- efficiency, attention to detail, thoroughness and follow-through

Preferred Qualifications

- Experience with graphing and statistical spread sheet computer programs
- creativity and artistic ability for marketing and programming
- enthusiastic customer service skills
- ability to learn quickly and take direction well

TERMS OF EMPLOYMENT

1. The period of employment for this position commences on the day of hiring until the residence halls close in May of 2009 (or until the end of Summer Session, if applicable). **YOU MUST BE OFFICIALLY HIRED BEFORE BEGINNING WORK!**
2. Active participation in **MANDATORY** staff training as designated by the supervisor. The time spent in training will be noted as hours worked and will be paid.
3. The Clerk must be available to work for up to 15 hours per week as scheduled. The Clerk hours may be during the evening hours of each week as well as some hours during the weekends.
4. Continued employment is contingent upon a satisfactory job performance evaluation by the supervisor on a regular basis.
6. The Clerk is expected to serve as a role model for all residential policies and procedures. Failure to serve as a positive role model may result in personnel action up to and including dismissal.
7. Clerks will be paid a wage of **\$11.25 per hour** and the position is classified as an Assistant II. In addition a shift differential supplement of \$.32 per hour is paid for more than four hours of work required after 5:00 p.m.
8. Clerks must be students enrolled at the University of California, Berkeley.

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Duties

The OSD Student Clerk plays an essential role in the day-to-day operations of the office in which they work. The Student Clerk's duties are outlined below:

Clerical Duties

- filing
- photocopying
- memorandum and information distribution to staff and students
- typing
- sorting and distributing mail
- answering the telephone; taking and retrieving messages
- running errands

Administrative Duties

- program/survey compilation and evaluation
- using excel spreadsheets
- data entry

Marketing Duties

- creating flyers, mailings, banners and/or table tents for programs and services
- posting informational flyers and other materials
- serving as an information source, when appropriate, for programs and services

Programming Duties

- scheduling
- developing marketing materials
- greeting program presenters and/or advisors prior to sessions

Other Duties

- other duties may be assigned by the supervisor
- if desired, other projects can be developed to meet the interests of the Clerk

The student clerk is expected to work in a safe and responsible manner while not putting self or others at risk. This includes complying with applicable policies and regulations; using personal safety gear; observing warning signs; learning about potential hazards; and reporting unsafe conditions.'



BIOGRAPHICAL INFORMATION SHEET • 2009-2010

APPLICATION FORM

Full Name: _____ Current Position(s) Applying For: _____

Position(s) Previously Applied For: _____

Email: _____ Contact Phone: _____

If this is your first application for a position in Residential Living or Academic Services, please completely fill out the biographical information sheet. If you have previously applied for any position through Residential Living or Academic services, please only fill in the biographical information below which has changed since your last application and sign under the Statement of Truth and Consent section. Make sure to complete the other portions of the application fully. **Even if you have submitted this form before, you need to turn in this signed sheet with your application.**

Personal Information

Last four digits of SID #: _____

Last Name: _____ First Name: _____ Middle Initial: _____

Campus/Local Address: _____
Street Address City State Zip

Permanent Address: _____
Street Address City State Zip

Campus/Local Phone: _____ Permanent Phone: _____

E-Mail Address: _____ Cell Phone: _____

Academic Information

Major(s): _____ Minor(s): _____

Current Class Status (circle one): Freshman Sophomore Junior Senior Graduate/Law

Semesters Enrolled including current – (circle one): 1 2 3 4 5 6 7 8 9+

Cumulative GPA* – Latest Transcript Available: _____ Are you a Transfer Student? Yes No

**Note: Applicants must have the minimum cumulative G.P.A. to be eligible for a position. Do not round up. If you do not have the position's required G.P.A., you will be automatically dropped from the process. No exceptions. Specific requirements can be found on the job descriptions for the positions you are interested in. Individuals without a UC Berkeley GPA should leave this space blank.*

Employment Eligibility

Are you eligible to work in the United States? Yes No

If no, why not? _____

Note: Proof of eligibility will be required prior to employment if position is offered. No exceptions.

Have you ever been convicted of a felony/misdemeanor? Yes* No

Note: A background check may be required for this position

**If Yes, you are encouraged to submit an additional page with your application explaining your situation.*

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BIOGRAPHICAL INFORMATION SHEET • 2009 - 2010

UC Employment Information

Have you ever been employed by Residential Student Services Programs (which includes Housing & Dining Services) before? (circle one): Yes No

If yes, please list your current or previous positions:

Table with 4 columns: Position, Supervisor, Dates Employed, Reason for Leaving. Includes four rows of blank lines for data entry.

Have you ever been employed by any other department of UC Berkeley (circle one): Yes No

If yes, please list your current or previous positions:

Table with 4 columns: Position, Department, Dates Employed, Reason for Leaving. Includes four rows of blank lines for data entry.

Work Study

Do you have Work Study? [] Yes, I have \$_____ in Work Study funds. [] No.

Work Study is preferred for hourly paid positions, but not required. Work study funds listed will be expected to be applied to the position if you are selected.

Statement of Truth and Consent

I certify that I have carefully read the terms of employment included in this job application packet. I also certify that all statements on this application are true and complete to the best of my knowledge and belief. If employed, I understand that any falsification of this record may be considered cause for employment termination. Additionally, I give authorization to The Office of Student Development to access my campus judicial records, campus employment records, and academic records (to ensure that I meet the minimum G.P.A. requirement for employment). I understand that, if selected, this access to my records will continue throughout my employment and that I may be placed on job probation and/or subject to dismissal if I fail to remain a full-time student in good standing with the University.

The University of California is an Equal Opportunity Employer.

Applicant's Signature _____ Today's Date _____

**University of California, Berkeley * Office of Student Development
RESUME and COVER LETTER**

Please submit the following attached to you application:

1. A one (1) page cover letter which describes your reasons and motivation for wanting to become a Clerk.
2. A one (1) page resume that includes your employment history, activities and organizations you have been involved in, and any skills and experiences that you feel are relevant to the Clerk position. Please be sure to use specific dates of experiences.

For assistance with your resume and cover letter, please review the Career Center Web site: (<http://career.berkeley.edu>) for guidelines on formatting your resume and content information.

PLEASE LIST YOUR AVAILABILITY FOR WORK BETWEEN THE HOURS OF 8:00 AM AND 5:00 P.M.:

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY

YOU MAY BE ADDITIONALLY ASKED TO WORK SOME EVENING HOURS. PLEASE LIST YOUR AVAILABILITY FOR WORK BETWEEN THE HOURS OF 5:00 PM AND 10:00 P.M.:

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY

Can you type? Yes, I can type _____ words per minute.
 No.

Can you use a computer? Yes. **→ If you checked "Yes," please mark your proficiency with the following software:**
 No.

	Beginning	Intermediate	Advanced
Windows XP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Word	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft PowerPoint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Netscape / IE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adobe PageMaker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adobe Photoshop	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adobe Illustrator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FileMaker Pro	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dream Weaver	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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DESIRED PLACEMENT

Please rank the locations in order of preference. Please **do not** rank placements you are not interested in.

- Main Office Clerk: The Office of Student Development, 2610 Channing Way
- Assistant Director Clerk: Residential Living, Hillside (Foothill-Hillside) 2700 Hearst Street
- Assistant Director Clerk: Residential Living, Southside (Unit One & Apartments/Cleary) 2650 Durant Avenue
- Assistant Director Clerk: Residential Living Southside (Unit 2 & 3) 2610 Channing Way
- Theme Program Clerk, 2610 Channing Way
- Academic Program Coordinator Clerk: Unit One, 2650 Durant Avenue
- Academic Program Coordinator Clerk: Unit Two, 2650 Haste Street
- Academic Program Coordinator Clerk: Unit Three, 2400 Durant Avenue
- Academic Program Coordinator Clerk: Unit Four (Foothill Complex, Bowles/Stern) 2700 Hearst Street
- Academic Program Coordinator Clerk: Unit Five (Clark Kerr Campus), 2601 Warring Street
- Resident Director Clerk: Unit One, 2650 Durant Avenue
- Resident Director Clerk: Unit Two, 2650 Haste Street
- Resident Director Clerk: Unit Three, 2400 Durant Avenue
- Resident Director Clerk: Unit Four (Foothill Complex, Bowles/Stern) 2700 Hearst Street
- Resident Director Clerk: Unit Five (Clark Kerr Campus), 2601 Warring Street
- Resident Director Clerk: Cleary & Apartments, 2650 Durant Avenue

*Please note: not all positions may be available.

Please mark which positions you are interested in:

- Summer Positions
- Academic Year Positions

Please return completed applications to:

Robin Hershkowitz
The Office of Student Development
2610 Channing Way, 3rd Floor
Berkeley, CA 94720-2266
(510) 642-3213

*University of California, Berkeley * Office of Student Development*

Supplementary Information Page

We ask for gender and ethnicity information to help us monitor our employment process to ensure equal opportunity for all applicants.

Completing this page is voluntary and will not affect your employment opportunities at the University in any way. Information you give us about gender and ethnicity is CONFIDENTIAL. This page is removed from your application before it is reviewed by the selection committee. It will not be available to anyone involved in the selection process.

Last four digits of you SID #: _____

Gender: _____

Ethnic Category

Check all that apply.

- | | |
|---|--|
| <input type="checkbox"/> E – Mexican/Mexican-American/Chicano | <input type="checkbox"/> D – Korean/Korean-American |
| <input type="checkbox"/> 5 – Latin-American/Latino | <input type="checkbox"/> Y – Pacific Islander |
| <input type="checkbox"/> W – Other Spanish/Spanish American (please specify: _____) | <input type="checkbox"/> G – Vietnamese/Vietnamese-American |
| <input type="checkbox"/> 2 – Chinese/Chinese-American | <input type="checkbox"/> X – Other Asian (please specify: _____) |
| <input type="checkbox"/> R – East Indian/Pakistani | <input type="checkbox"/> A – Black/African-American (not of Hispanic origin) |
| <input type="checkbox"/> Z – Middle Eastern/Persian | <input type="checkbox"/> C – American Indian or Alaskan Native |
| <input type="checkbox"/> B – Japanese/Japanese-American | <input type="checkbox"/> F – White/Caucasian (not of Hispanic origin) |
| <input type="checkbox"/> L – Filipino/Pilipino/ Filipino/Pilipino American | <input type="checkbox"/> J – Other (please specify: _____) |
| | <input type="checkbox"/> M – Decline to State |

How Did You Learn About This Position?

Please check all that apply. If there was another source of information that we didn't list, please be as specific as possible in adding it.

- | | |
|---|---|
| <input type="checkbox"/> A. Signs at the Dining Commons | <input type="checkbox"/> M. Tutoring Center |
| <input type="checkbox"/> B. Residence Hall Bulletin Board Flier | <input type="checkbox"/> N. Recommendation of a Friend |
| <input type="checkbox"/> C. On-Campus Flyer | <input type="checkbox"/> O. Recommendation of a Staff Member
(their position: _____) |
| <input type="checkbox"/> D. Academic Center Website | <input type="checkbox"/> P. Email from your RA |
| <input type="checkbox"/> E. OSD Leadership Opportunities Website | <input type="checkbox"/> Q. Academic Center Email |
| <input type="checkbox"/> F. Computing Center | <input type="checkbox"/> R. Email from an Academic Department |
| <input type="checkbox"/> G. Cal Jobs | <input type="checkbox"/> S. Facebook Advertisement |
| <input type="checkbox"/> H. Information Session | <input type="checkbox"/> T. Theme Program Presentation |
| <input type="checkbox"/> I. Peer Advising Table | <input type="checkbox"/> U. Classroom Announcement |
| <input type="checkbox"/> J. Mail-box Advertisement | <input type="checkbox"/> V. Greek or Coop Presentation |
| <input type="checkbox"/> K. Hall Association Announcement | <input type="checkbox"/> Z. Other _____ |
| <input type="checkbox"/> L. Student Organization Announcement
(group: _____) | |