

**UNIVERSITY OF NORTHERN COLORADO**  
Division of Special Education  
*Center for the Education and Study of Gifted, Talented, Creative Learners*

## **SUMMER ENRICHMENT PROGRAM**

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### *APPLICATION FOR THE POSITION OF* **OFFICE AIDE**

*UNC is an affirmative action/equal opportunity employer*

**POSITION DESCRIPTION:** Work as office aide in SEP. Duties include logistics (i.e., running messages, setting up meetings, picking up attendance, escorting students to and from medical facilities) and other duties as assigned by program administrators. **SALARY:** \$300-\$750 for the two-week session. **DATES:** July 8 to July 21, 2012. - **APPLICATION DEADLINE:** May 15, 2012. Applications received by the deadline will receive first consideration. **QUALIFICATIONS:** At least 16 years old, work experience, service experience.

**Name:** \_\_\_\_\_  
*Print or Type*

**Permanent Address:** \_\_\_\_\_  
*Street City State Zip Code*

**Current Address:** \_\_\_\_\_  
*Street City State Zip Code*

**Email:** \_\_\_\_\_

**Cell Phone:** (\_\_\_\_) \_\_\_\_\_ **Home Phone:** (\_\_\_\_) \_\_\_\_\_

**Bear Number (if known) #:** \_\_\_\_\_

**Emergency Contact Person:** \_\_\_\_\_

**Phone:** (\_\_\_\_) \_\_\_\_\_ **Relationship:** \_\_\_\_\_

**T-shirt Size:** \_\_\_\_\_

**A. How did you learn of this position and why do you want to be an Office Aide for the Summer Enrichment Program?**

**B. What experiences do you have that would qualify you to be an Office Aide?**

**C. When would you be most available for an interview?**

**D. References**

**Name/Position**

**Address/Phone**

**Relationship**

1) \_\_\_\_\_

\_\_\_\_\_

2) \_\_\_\_\_

\_\_\_\_\_

3) \_\_\_\_\_

\_\_\_\_\_

**List any other information here that you would like the reviewers to know about you.**