### OUR LADY OF THE LAKE UNIVERSITY

**Worden School of Social Service**

**Position Description**

**Position/Job Title:** Graduate Assistant

**Department:** Worden School of Social Service

**Compensation:** $14.90 hourly salary; 600 hours total project over one year.

**Qualifications:** Must be an online graduate student. Must be in good academic standing.

**Responsibilities:** Serves as Graduate Assistant to the MSW Program Director and the Worden Director

* Knowledge of Microsoft Word, and other data management office software programs.
* Ability to communicate effectively orally and in writing.
* Ability to work independently and to coordinate multiple activities.
* Provide support to incoming online students.
* Must strictly adhere to Our Lady of the Lake University and Worden School confidentiality standards.
* Performs other WSSS-support duties as may be required.

**Preferred Majors:** N/A

**Supervisor/Contact:** Dr. Mo Cuevas at [mccuevas@lake.ollusa.edu](mailto:mccuevas@lake.ollusa.edu) or extension 6516.

**Contact Information:** Worden School, Office # 9; Phone: (210) 431-6516

Applications: Application form and information is available from the OLLU Student Employment Office located in the Wa. Thister Center, Ground Level G-23.

***STUDENT EMPLOYMENT OFFICE- Application for Employment***

Walter Center Building

Date of Application\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ground Floor, Room 23

411 S.W. 24th Street

San Antonio, TX 78207-4689

(210) 434-6711 ext. 8179/8180

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Last First Middle*

Current Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Number Street City State Zip Code*

Permanent Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Number Street City State Zip Code*

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*Home telephone number Permanent telephone number OLLU Student ID#*

Do you have any relative(s) employed by the University? Yes No

If yes, who? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What is your major?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Circle Classification: FR SO JR SR GR

During the past 7 years, have you been convicted of, pled guilty to, or pled no contest to any felony offense? Yes No

If yes, please explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you legally authorized to work in the United States? Yes No

(All new employees are required to complete form I-9 and show necessary original documentation.)

***Work Experience***

|  |  |  |  |
| --- | --- | --- | --- |
| Employer Name/Address/Phone # | Name and Title of Immediate Supervisor | Dates of  Employment | Duties/Salary/Reason for Leaving |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

***Educational Background***

|  |  |  |
| --- | --- | --- |
| Name of School  (High School, College, etc.) | Address | Diploma/Degree Received or Hours Completed |
|  |  |  |
|  |  |  |
|  |  |  |

Describe specialized training/skills relevant to the position/positions you are applying for?

1. Typing/WPM\_\_\_\_\_ Bookkeeping Word Processing\*  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Please list the computer hardware and software you have used: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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I understand that wrong or incomplete information in this application will be sufficient grounds for termination of my employment or cancellation of job offer without notice any time hereafter. I hereby authorize Our Lady of the Lake University to investigate these statements without liability arising therefrom. In consideration for my employment, I agree to conform to the rules and regulations of Our Lady of the Lake University and understand that my employment and compensation can be terminated with or without cause, and with or without notice at any time at the option of the University.

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*\*Our Lady of the Lake University is an affirmative action/equal opportunity employer. Rev February, 2014*