



University of Oregon
Student Recreation Center
1320 East 15th Avenue
Eugene, OR 97403
Phone: 541-346-4183 Fax: 541-346-1359
www.http://uorec.uoregon.edu

Date Received: _____
Staff Initials: _____

Application for Employment

Administrative Assistant

Personal Information:

Last Name: _____ First Name: _____ UO ID: _____

Local Address: _____ City: _____ State: _____ Zip: _____

Home Address: _____ City: _____ State: _____ Zip: _____

Phone Number: _____ Email: _____

Please answer the following questions and limit response to the space provided. 

1. Describe your experience with Microsoft Office?

2. This position requires extensive charts and graphs. Describe your experience with Microsoft Excel, specifically with graphs and charts?

3. This position works three hours per shift. After reviewing the job description to gain an understanding of the position, how will you prioritize and manage the workload?

4. This position requires special projects from multiple coordinators, i.e. Intramural Coordinator (inputting score sheet from the previous night and for upcoming games, and setting up supervisor clipboards for the night's games) and Fitness Area Coordinators (creating graphs and charts of Group X sales, participants count of all facilities, fields, and Student Tennis Center), how will you communicate with them to meet their needs?

I hereby certify that the information presented on this application is true and correct. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. If employed, I understand that any false or incomplete information I have given may be considered cause for termination.

Applicant's Signature: _____ Date: _____