

## Office Assistant Application

### Office of Multicultural Affairs

The Alley, CUB Lower Level | Phone: 575.562.4914

#### Hours

Flexible from 8a.m.-5 p.m. and some evenings depending on class schedule and events.

#### Contact Information

**Diana Cordova**

ENMU Station 38

Portales, NM 88130

Office: 575.562.4914

diana.cordova@enmu.edu

#### Requirements

- Work-study eligible
- Hard worker with relationship skills
- Able to work with other cultures

#### Job Description

As an office assistant for Multicultural Affairs, you will assist the director with office duties and responsibilities, as well as, help with any director's tasks. Responsibilities include some of the following:

- Provide assistance to students, faculty, staff, families and the community.
- Organize and coordinate Multicultural Affairs events.
- Contact performers, guest speakers and/or entertainment.
- Responsible for performers and/or guest speakers' arrival and departure.
- Create agendas and/or programs for performers and/or guest speakers.
- Distribute, post and mail program advertisement flyers.
- Find, reserve and decorate program room/venue.
- Organize and coordinate leadership and culture programs.
- Publish and distribute office facts, information sheets and newsletters.
- Organize and provide scholarship, internship and conference information for students.
- Help other Multicultural Affairs offices.
- Operate, maintain, clean, organize and decorate office.
- Maintain a friendly atmosphere for students who may visit.
- Maintain Multicultural presence at school events, as well as community events when required.
- Participate in volunteer work at the University and in the community, if necessary.
- Perform other duties as assigned.

#### Additional Responsibilities/Training

- Student Employee Training
- Defensive Driving
- Attend other Multicultural Affairs events, as well as other leadership events

# Multicultural Affairs Application for Employment

Office applying for: \_\_\_\_\_ Employment semester: \_\_\_\_\_

Last name: \_\_\_\_\_ First name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State ZIP

Home phone: \_\_\_\_\_ Mobile phone: \_\_\_\_\_

ENMU email: \_\_\_\_\_ ENMU ID: \_\_\_\_\_

Classification:  Freshman  Sophomore  Junior  Senior  Graduate

Have you previously worked for ENMU?  No  Yes If yes, please provide the following:

Job title, department and dates of employment: \_\_\_\_\_

Have you applied for FAFSA?  No  Yes Do you have work-study?  No  Yes

Are you on a Student Visa (for Internationals)  No  Yes

Do you have a C.I.B (Certificate of Indian Blood for Native Students)  No  Yes

Specify below any personal computer, word processing, spreadsheet, database, graphics and communications software you use: \_\_\_\_\_  
\_\_\_\_\_

List your professional organizations, affiliations and/or honors: \_\_\_\_\_  
\_\_\_\_\_

Do you speak other languages?  No  Yes If yes, please list: \_\_\_\_\_

Additional information: \_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Multicultural Work-Study Contract

Office: \_\_\_\_\_

Name: \_\_\_\_\_

Semester: \_\_\_\_\_

## Responsibilities of work-study:

1. Must read and understand the dress code and visitation policies of the University.
2. Will only be paid for actual hours worked.
  - a. Any time that needs to be made up will have to be approved by the director.
  - b. You will clock in at the secretary's desk. (Computer Clock-In).
  - c. Always call in if you're going to be late or not coming to work.
3. Will be given a warning for one (1) no-show and/or no-call before termination (given at the director's discretion).
4. Job duties include, but are not limited to:
  - a. Answering the phone and taking messages.
  - b. Assisting any student who comes into the office in search of help.
  - c. Posting announcements on bulletin boards outside the office, around campus and Portales, and in the display cases.
  - d. Making copies, keeping and maintaining organization, filling inventory and taking minutes at meetings with the director of Multicultural Affairs.
  - e. Assist on any project that the director has planned, including activity nights, Heritage months, Thanksgiving dinner, Multicultural Affairs offices, etc.
5. Attend student employee and defensive driving training.
6. Understand that the phone and computer are to be used only by the director, unless permission has been granted, and **only** for business.
7. All personal or business information shared within the office is very important and will need to be kept confidential.
8. A professional attitude will need to be maintained while dealing with other offices, staff members and students. Remember this is a job and can be used as a future reference.
9. Sign this Multicultural Work-Study Contract.

## Signatures

Student signature: \_\_\_\_\_

Date: \_\_\_\_\_

Director signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Multicultural Affairs Confidentiality Agreement

I, \_\_\_\_\_, as a student employee, understand that the personal/business matters discussed in the Office of Multicultural Affairs will be kept confidential. I also understand if I violate this agreement it is grounds for termination of my student position.

**Name of office:** \_\_\_\_\_

**Student signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Director's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Director of Multicultural Affairs

# Multicultural Affairs

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00					
8:30					
9:00					
9:30					
10:00					
10:30					
11:00					
11:30					
Noon					
12:30					
1:00					
1:30					
2:00					
2:30					
3:00					
3:30					
4:00					
4:30					
5:00					
5:30					