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## Student Administrative Assistant Application

The QSCC is hiring **two (2) Student Administrative Assistants** in the fall for the duration of the 2008 – 2009 Academic Year. Qualifications for applicants include being:

- A University of Minnesota – Twin Cities student taking at least six (6) credits per semester and has paid student services fees;
- Strongly supportive of the gay, lesbian, bisexual, transgender, queer, and allied communities;
- Able to work well with others, to respect confidentiality, and to learn quickly and to adapt to different situations as they arise.

All positions are **work study preferred**. Each applicant is asked to request a **Work Study Referral** to verify one's work-study eligibility. Directions to obtain this referral are noted on this application.

Positions are each **15-20 hours / week** at **\$8 / hour**.

Interviews will be held in mid-September, so take time to complete this application with an attached résumé and (if applicable) your Work Study Referral and turn it into Coffman Memorial Union **by 6:00pm on September 12!** This application is also available on our website at **www.qscc.org**. Questions can be directed to **qscc@umn.edu** or by phone at **612-626-2344**.

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### Description of Duties

The Student Administrative Assistant (SAA) will be responsible for taking phone calls; sending and responding to emails; making appointments and room reservations; writing reports; filing and organizing QSCC papers; various clerical duties; taking minutes at QSCC Board of Governors meetings; and other miscellaneous tasks as requested.

The SAA will be supervised by both QSCC Co-Chairpersons and the QSCC Treasurer, collectively known as the Executive Committee. The SAA is a **work-study preferred** position; those eligible for work-study awards will automatically be given preference in the hiring process.

The SAA will begin work sometime in Fall 2008 (depending on both the hiring date and the start-date of any allocated work study funds) and will terminate May 2009 or when the SAA has used up their allocated work study funds (whichever comes first).

**Coffman Memorial Union Suite 205  
300 Washington Avenue Southeast  
Minneapolis, Minnesota 55455  
(612) 626-2344  
qscc@umn.edu  
<http://www.qscc.org/>**



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\*You may request a referral by e-mail at [workstudyreferrals@hr-mail.ohr.umn.edu](mailto:workstudyreferrals@hr-mail.ohr.umn.edu). Please provide the 6-digit job requisition number (149435), your full name, student ID number and current mailing address. If you have questions call (612) 626-8608.

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