

# Front Desk Assistant Application

**University of Oregon**  
Services for Student Athletes  
1237 University of Oregon  
Eugene, OR 97403

**Contact Information**  
Front Desk Phone: (541) 346-5428  
Office Specialist (Kris Galago): (541) 346-5209  
Office Manager (Shirley Brabham): (541) 346-1144  
Fax: (541) 346-5358

**Please return all required application materials to the front desk at UO SSA.**

1. A resume outlining work history and experiences.
2. A schedule indicating work availability. Please fill out the attached blank schedule and follow the instructions on the page.
3. One unofficial current transcript of all course work.
4. A letter of recommendation from a professor or faculty member familiar with your academic work and/or job experience. Your letter of reference can be emailed (krisg@uoregon.edu), faxed, or sent through campus or U.S. mail (Services for Student Athletes).

## Personal Information

**Name:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_  
**Mailing Address:** \_\_\_\_\_ **UO ID No:** \_\_\_\_\_  
\_\_\_\_\_ **Birthdate:** \_\_\_\_\_  
**Phone Number:** \_\_\_\_\_ **Work Study:** Yes No  
**Major(s):** \_\_\_\_\_ **Year in School:** \_\_\_\_\_  
**Minor(s):** \_\_\_\_\_ **Expected Graduation Date:** \_\_\_\_\_  
**Currently Enrolled Hours:** \_\_\_\_\_

**Desired Number of Work Hours Each Week (not to exceed 25):** \_\_\_\_\_

**Do you have a GE Appointment?** Yes No **If Yes, what GE is it?** \_\_\_\_\_

I am aware that all tutoring is in accordance with the ethical standards of the University of Oregon. I agree that my actions will be consistent with University policy and within the guidelines established by this office.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_