

2017–2018 APPLICATION MUIR COLLEGE CENTER ASSISTANT

Attached is the application for 2017-2018 Muir College Center Assistant positions. When submitting application (page 2) packet, please *keep this sheet* (page 1) for reference.

Under general supervision, Muir College Center Assistants (MOMers) assist in the operation of the Muir College Center and the Middle of Muir (MOM) sundry store. Duties include handling cash and a Point of Sales System, stocking, inventory, interfacing with customers and daily cleaning of equipment and the store. Muir College Center assistants look for ways to engage the Muir College community through promotion of the College Center and Muir College student organizations' programs around the Muir College. Muir College Center Assistants will develop skills in customer service, better business practices and retail merchandising. MCC Assistants may work on specific areas such as event/program planning, college apparel and gift basket production, and marketing.

The Middle of Muir is open Monday-Friday 8:00am-10:00pm, so work schedules will be between Monday-Friday, 7:45am-10:15pm. There will be occasional weekend hours. Muir College Center Assistants are expected to work between eight and twelve hours per week.

Selection process will take place during spring quarter with staff positions announced in May.
To apply:

1. Complete **application**, including **cover letter** based on given prompt
2. Attach a copy of your **resume**, listing two references (name, relationship, contact info)
3. Submit entire Application Packet to Middle of Muir desk by **Thursday April 20th at 4:00pm**.
4. Application packets will be reviewed.
 - *IF SELECTED, you WILL be contacted via your UCSD email to schedule an interview. It is your responsibility sign up at the MOM Counter for an interview date and time before the specified deadline; missed interviews cannot be rescheduled.
 - **IF NOT selected for an interview you WILL be notified via your UCSD email.

IMPORTANT INFORMATION

1. Jobs are for the 2017-18 Academic Year: starting work in September 2017 (UCSD Welcome Week/Move-In, Sept 23/24) and concluding in June 2018.
2. It is highly recommended, but not required, that MOMers attend the Muir Spring Leadership Retreat, Saturday May 20th
3. Training for College Center Assistants will be held mid-September (TBD, likely 18th – 22nd). This is a MANDATORY, paid training.

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MUIR COLLEGE CENTER ASSISTANT

Name (as officially listed for UCSD): _____ ...but you can call me... _____

PID: _____ College: _____ Current Address: _____

Phone: _____

E-mail: _____@ucsd.edu Y / N Are you eligible for work study? (*not required*)

In what organizations, clubs, or other activities (academic, co-curricular, extra-curricular) are you involved?

Your Application Packet should include this information page, your résumé, and a cover letter based on the following prompt:

What skills and knowledge are required to work at the Middle of Muir? What unique talents and characteristics would you bring to the Muir College Center and associated spaces?

Please return the completed Application Packet to the Middle of Muir desk at the Muir College Center on or before Thursday April 20th, 2017 by 4:00pm.