Part Time Positions Available

Complete the Employee Application and return to the Disability Center – mail to: S5 Memorial Union, email to: disabilitycenter@missouri.edu or fax to: (573) 884-5002. Indicate on the employee application which position you are applying for.

JOB TITLE: Classroom Assistant
The Classroom assistant’s role is to ensure that the student with a disability has access to all assignments and activities associated with the class. Common tasks include providing assistance with manipulating objects and materials in classes or science labs, or library assistance with research for projects. Classroom assistants typically work with students who have physical disabilities (e.g. limited or no use of upper extremities) or students who are blind or have significant vision loss. The Classroom Assistant should be invisible to the rest of the class. There should be no participation or engagement in class discussions or activities, except in the role of assisting the student with a disability.

JOB TITLE: Exam Proctors
The primary role for Exam Proctors is to administer exams to student who are registered with the Disability Center with academic integrity in mind while providing accommodations deemed reasonable by the student’s Access Advisor or Coordinator. The following are requirements for all Exam Proctors:
- Flexible schedule of availability with the understanding shifts will be assigned as needed.
- Must be able to work through the END of Finals Week.
- Punctuality, dependability, excellent communication/interpersonal skills, attention to detail and organization, and legible handwriting
- Ability to maintain confidentiality and exam security as well as the ability to follow precise instruction.

JOB TITLE: Reader
The Reader’s role is to ensure that the student with a disability is able to access written or graphical materials that cannot otherwise be converted (e.g. to digital text, large print, Braille, or audio). Readers work with individuals who are either blind or have significant vision loss. Readers read text, describe graphical material and assist with library research. Readers are not tutors and should not assist the student in working through the substance of an assignment.

JOB TITLE: Student Assistant (Office)
Student Assistants provide secretarial/clerical duties in our main office area. Individuals perform various office duties greet and assist office visitors, answer general questions, answer phones, schedule appointments, distributing mail, make copies, file/shred documents, send faxes, run errands, create flyers and any other duties as assigned. Individuals must be dependable, possess excellent communication or interpersonal skills, have attention to detail, legible handwriting, and flexible schedule and maintain student confidentiality.

JOB TITLE: Dispatcher
Return completed exams to professors and department offices. Must be able to maneuver campus to ensure proper and prompt delivery of exams.
Employment Application
MU Disability Center
Division of Student Affairs

Date: _______________________

**Circle position applying for:** Classroom Assistant   Exam Proctor   Office Assistant   Reader   Dispatcher

Did you hear about this position through Hire Mizzou Tigers?   YES  NO  If yes, job #:__________________

Would you also be interested in employment opportunities with the Adaptive Computing Technology Center? If so, can we forward your application to them?   YES  NO

**Personal Information:**

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Student Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Local Address *(Street Address, City, State, Zip Code)*

Mizzou E-mail Address

<table>
<thead>
<tr>
<th>Local Phone Number</th>
<th>Cell Phone Number</th>
<th>Permanent Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Are you authorized to work in the United States?   YES  NO

Are you currently enrolled at the University of Missouri?   YES  NO

If yes, how many hours? ____________________________

Are you eligible for work study employment?   YES  NO

Are you currently employed at the University of Missouri?   YES  NO

If yes, where & how many hours per week? ____________________________

Have you ever been employed at the University of Missouri?   YES  NO

If yes, when and where? ____________________________

**Educational Background:**

Mark your academic information below:
Freshman  □  Sophomore  □  Junior  □  Senior  □  Grad/Professional  □

Degree(s) ____________________________  Anticipated Date of Graduation ____________________________

**Summary of Classes Taken:**

Languages: ____________________________________________________________

Math/Science/Computer Science: __________________________________________

Business (Finance, Econ, Acct, Etc): _______________________________________

Other Specialized Background (vocabulary, i.e, law, engineering): __________________________
**Professional References:**

Reference #1 Name: ____________________________  Phone: (______)______-

Address: __________________________________________________________________________________

Reference #2 Name: ____________________________  Phone: (______)______-

Address: __________________________________________________________________________________

**Previous Employment (list two):**

<table>
<thead>
<tr>
<th>Employer</th>
<th>Job Title</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Duties: _________________________________________________________________________________

dd_______________________________________________________________________________________

cn_______________________________________________________________________________________

Reason for leaving: _______________________________________________________________________

<table>
<thead>
<tr>
<th>Employer</th>
<th>Job Title</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Duties: _________________________________________________________________________________

dd_______________________________________________________________________________________

cn_______________________________________________________________________________________

Reason for leaving: _______________________________________________________________________

I certify that the above statements are correct to the best of my knowledge and if employed, I understand that any false information in this application will be sufficient grounds for termination without notice. My signature authorizes the Disability Center to review my previous employment and/or other background data as it may relate to the position for which I am applying. I understand that, if hired, for my continued employment, I must update my information each semester.

Print Name: ____________________________  Signature: ____________________________  Date: ____________________________
**Schedule of Availability**

**Schedule for the following semester: _____________**

How many hours per week are you available and/or would like to work? ______________________

Indicate times available to work by placing “available” in each appropriate box. Schedules must be updated each semester.

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:00-8:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:00-9:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:00-10:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:00-11:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11:00-12:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12:00-1:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1:00-2:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2:00-3:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3:00-4:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4:00-5:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5:00-10:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**For Office Use Only:**

Supervisor: ___________________________________________

Employee’s Name: ________________________________

Employee/Student Id: ____________________________

User Id (pawprint): ______________________________

Phone Number: ________________________________

Hire Mizzou Tigers Referral: YES or NO  
*If yes, job#: ________________________________

Currently on payroll at MIZZOU: YES or NO  
*If yes, what department: ________________________________

Grad: _________  Undergrad: _________  # of hours per week: _________  Hourly Pay Rate: _________

Classroom Assistant: ___________  Reader: ___________  Reader (RSB): ___________  Who: ________________

Proctor: ___________  Evening Office Assistant: ___________  Office Assistant: ___________  

Sexual Harassment Training Deadline: ___________  Effective Date: ___________  NER Date: ___________

Submitted ePAF: ___________  eForm Id: ___________  Job Code Id: ___________  MoCode: ___________

Hiring Paperwork Completed: ___________  Auto Term/Appointment End Date (GRA): ___________

Graduate Student Support Program (GSSP) Form Completed: ___________ and Emailed: ___________  
Graduate Student Tuition Support Program Form Completed: ___________ and Emailed: ___________

Employee’s Last Day Worked (LDW): ___________  Termination Paperwork Submitted: ___________