

CIRCULATION AREA ASSISTANT

APPLICATION FOR PART-TIME EMPLOYMENT AS A CIRCULATION AREA ASSISTANT



IN THE DOLCIANI MATHEMATICS LEARNING CENTER

Dear Applicant,

As you consider applying for a position in the Dolciani Mathematics Learning Center, there are several questions that I am sure you have about us. This information has been prepared to answer many of these preliminary questions.

Please read through this information carefully and fill out the application form at the end. Email the completed application to dmlc@hunter.cuny.edu or mail it to:

The Mary P. Dolciani Mathematics Learning Center
Hunter College
695 Park Avenue
Silverstein Student Success Center
7h floor Hunter East
New York, New York 10065

The Dolciani Mathematics Learning Center is a multimedia tutorial Center designed primarily for the use of computer and DVD materials to support students in their mathematics and statistics-related work, whether as part of a math/stat course or as applications of the math in other subject areas. We also work with students who need to brush up on certain skills for placement exams, graduate school entrance exams, and licensing exams. In addition to multi-media materials, tutoring is also provided for students needing reviews of algebra, precalculus, calculus, and statistics, as well as content discussed in math/stat courses namely Math 100, 101, 102, 104, 105, 125, 150, 155, 160, 250, 255, 260, 311, 331 and Stat 113, 212 and 213.

Circulation Area responsibilities are varied. You will be the greeter for students and the person who loans out computers, DVDs, textbooks, etc. You will also answer phones, take messages, and do light clerical work. Persons applying for this position should have a friendly, outgoing manner and be punctual and attentive to rules and protocols.

The **Hiring Process** begins when you turn in your application. After reviewing your application, you will be contacted and an appointment set up for you to take our screening examination. This is required of every employee who is hired. It assures us that you have the qualifications that we need. Once this is done, you will be called for an interview. At the interview, you will be notified as to whether you have been hired or not. If hired, you will then be asked to fill out payroll forms, given any specific information that you need for the job, and scheduled for training. If you are unable to work within our schedule for a particular semester, please feel free to re-apply for the next semester.

Thank you for your interest and time. I look forward to meeting you.

Sincerely,

Mrs. Barbara Barone
Director
The Mary P. Dolciani Mathematics Learning Center

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APPLICATION FOR CIRCULATION AREA POSITION

PLEASE PRINT ALL INFORMATION CLEARLY

NAME: _____

TELEPHONE: _____ E-MAIL: _____

ADDRESS: _____

ARE YOU A STUDENT AT HUNTER? ____ ANOTHER SCHOOL? ____ EMPL ID# (IF HUNTER STUDENT): _____

Why do you want to work at the Mary P. Dolciani Mathematics Learning Center?

Why do you feel that you would be a good circulation area assistant?

Briefly describe any work experience: _____

Please list any particular skills that you may have (typing, duplication, electronics, photography, computer, etc.)

REFERENCE:

NAME: _____

TELEPHONE: _____

APPLICANT'S SIGNATURE: _____ DATE: _____

When applying, please turn in this page only.