

UCA Student Worker

JOB DESCRIPTION FORM

CONTACT INFORMATION:

Department: Student Health Clinic
Building: Student Health Building, 1st Floor
Contact Person: Lisa Crafford, Office Manager
Phone: (501) 450-3136 **Fax:** (501) 450-3370 **Email:** lcrafford@uca.edu

JOB DESCRIPTION:

Job Title: Social Media Specialist
How to Apply: In person at SHC – Student Health Building, 1st Floor
When to Apply: Anytime during normal clinic hours
**Days/Hours/
Duration:** Varied; M – F / 8:00 am to 5:30pm (will work with class
schedules)
Wage: \$9.25/hr

Qualifications: Must qualify for 1502 - Federal Work Study Funds. SHC is looking for a resourceful person to create and maintain our webpage and social media platforms and help create and publish content that is relevant to our client base. The best candidate is a self-starter who is comfortable with both taking initiative and working in collaboration with our staff. Experience with the social media platforms required. Knowledge of Canva and Wordpress is a plus. Detail oriented and strong written and verbal communications skills are very important. Applicant must have completed 30 credit hours from UCA, Health Education major preferred. Also must adhere to our strict confidentiality policy. Applications found at <http://uca.edu/studenthealth/jobs-shc/>

Duties & Responsibilities: Work with SHC staff to update current webpage; Create, update, and maintain social media accounts; post news, announcements, and photos using relevant and appropriate health related content; Complete other social media projects as assigned.

Application for Student Employment

The University of Central Arkansas is an **Equal Opportunity Employer**, and therefore does not discriminate on the basis of race, color, religion, national origin, sex, gender, age, or disability.

Please answer all questions which apply to you. If they do not apply, mark them N/A. Please print or type.

Last Name	First Name	M.I.	Student ID#
Complete Mailing Address	City	State	Zip
Home Phone	Message Phone	E-Mail Address	

Work History

List all prior work experience, including military service, use additional sheet(s) of paper if needed. If you wish to include a resume' instead of completing the work history section, make sure all the requested information is included.

Past Employer Name/Address:	From Mo/Yr	To Mo/Yr
Supervisor's Name:	Telephone #: ()	
Job Title & Duties:	Reason for Leaving:	
May we contact your current or most recent employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Past Employer Name/Address:	From Mo/Yr	To Mo/Yr
Supervisor's Name:	Telephone #: ()	
Job Title & Duties:	Reason for Leaving:	
May we contact your current or most recent employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Please Answer the Following:

How many credit hours have you completed at UCA? _____

Have you ever lived on campus, if so, for how long? _____

What organizations do you belong to? _____

Educational History

Student Standing (Please circle):

Freshman Sophomore Junior Senior Post Baccalaureate

Declared Major: _____

References

Please list three (3) persons not related to you, who have knowledge of your work qualifications, are not previous or current employer(s), and can serve as a reference for you.

- 1. _____ Ph# _____
- 2. _____ Ph# _____
- 3. _____ Ph# _____

Carefully review the following before signing this application

Check over your answers to make sure that all questions have been completed properly.

I hereby declare that, to the best of my knowledge and my ability, the information on this application is true and factual, therefore, I understand that false, misleading, or incomplete statements could lead to my rejection as an applicant or dismissal as an employee.

I also understand that I will be required to provide proof of eligibility to work in the United States pursuant to the Immigration Reform and Control Act of 1986 as a condition of any employment, and that some jobs may require special background checks, driver's safety record, security clearance, physical fitness exams, or compliance with other specific agency hiring policies prior to my employment, or as a condition of employment; and that failure to meet these requirements may lead to my rejection as an applicant for, or termination from that job. I understand that my application may be subject to disclosure as a public record under the Arkansas Freedom of Information Act. I understand that the University is an at-will employer consistent with Arkansas Law. I understand that my employment may be subject to review and approval through the State Department of Finance & Administration or other agencies in compliance with the Governor's Executive Order 98-04 or with other rules and regulations.

Signature of applicant

Date of signature (Day/Mo/Yr)