

APPLICATIONS ARE DUE IN THE ASUM OFFICE UC105 BY 4 P.M.

If you have any questions, please call 243-2451.

APPLICATION FOR ASUM
STUDENT RESOLUTION OFFICER

PLEASE TYPE OR NEATLY PRINT THE FOLLOWING APPLICATIONS.

Name _____ Phone _____

Address _____

Year in School/Major _____

Enclose the following with this application:

1. Answers to the questions below on a separate sheet of paper.
2. Personal resume.
3. Two references (name and phone). Past employers recommended. No relatives.
4. Optional letters of reference.

Questions: (To be answered on a separate sheet of paper.)

1. Briefly describe your prior work experience. What experience do you have that would make you qualified for this position?
2. Briefly describe the three steps of the Student Resolution Process.
3. The job of ASUM Student Resolution Officer can be very time-consuming (30-50 hours/month). What other time commitments will you have during the next calendar year (school, work, other)?
4. What qualities do you have that would make you a good person for this position?

A job description for this position is on the reverse side.

Thank you for your time and interest in filling out this application. You will be contacted for an interview appointment as soon as possible after the deadline.

- 4.16 ASUM STUDENT RESOLUTION OFFICER. The Student Resolution Officer is responsible for overseeing the resolution procedure outlined in Article 21 of the UTU Bargaining Agreement. More specifically, the officer's duties include, but are not limited to, the following:
- a) establishing and posting office hours;
 - b) listening to and recording the complaints of specific students;
 - c) advising students on how to informally resolve their complaints within the initial 30-day period outlined in the UTU Bargaining Agreement (i.e., helping students with strategies best suited to resolve the dispute in their favor);
 - d) drafting complaints and sending out notices to the individuals involved;
 - e) establishing times to meet with the involved parties in order to reach a settlement;
 - f) adequately preparing both himself/herself and the student to enable the procedure to provide the most favorable result for the student.