

# Employment Application 2009

FOR COLLEGE-LEVEL STUDENTS AND EDUCATORS

Print clearly in ink

Name			E-mail Address
Present Address			University/College/Department
City	State	ZIP	Major
Phone Number (for March 9-17, 2009)			Rank (Freshman, Sophomore, Junior, Senior, Master's, etc.)

**OPPORTUNITIES** - Employment is available for about 8 students at Stone Laboratory, Put-in-Bay, Ohio. On the back of this form is a description of the jobs at the laboratory. Duties include, but are not limited to, the brief description following each title. Jobs for the summer may require the student to work one week before classes start and one week after classes end. Employment covers the full cost of room and board for the term. Students enrolled in one-week courses cannot work while they are enrolled. **ONLY students enrolled in one course during the Term 1 or Term 2 sessions may work on the days their class does not meet.**

**TO APPLY**- Send application items listed below to the address above by MARCH 17, 2009.

- 1.) Complete this Employment Application and, if you are taking courses, the Stone Lab Course Application.
- 2.) Complete a 2-page OSU Employment Application. See the following web page to view and print Ohio State University Employment Form: (If unable to access and print this via the web, then call the Columbus office to request a copy to be mailed.) [stonelab.osu.edu/courses/download](http://stonelab.osu.edu/courses/download)
- 3.) Include a resume and a brief cover letter
- 4.) Schedule an interview. From March 9-17, the Columbus Office will be calling applicants to set up a time for an interview with Mr. John Hageman, Stone Laboratory Manager. Interviews are approximately one-half hour and will be held in the Columbus Office on MARCH 18 (Wed) and 19 (Thur), 2009.

Students may apply for both employment and scholarship, however, both of these are considered a form of financial aid and students seldom receive both. If you are applying for both, please indicate your preference:  Scholarship  Employment  No preference  Both

Briefly describe previous work experience or capabilities that would qualify you for work at the laboratory. (Attach additional information if necessary.) \_\_\_\_\_

**Check Yes or No**

- |  |  |  |   |
|--|--|--|---|
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Have you been employed at Stone Laboratory before?<br>If yes, what years and position? _____       | <input type="checkbox"/> Yes <input type="checkbox"/> No | Would you be qualified for the College Work Study Program?            |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Have you been employed at The Ohio State University before? If yes, what years and position? _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No | Do you have experience operating a small boat with an outboard motor? |
|  |  | <input type="checkbox"/> Yes <input type="checkbox"/> No | Do you have a watercraft license?                                     |
|  |  | <input type="checkbox"/> Yes <input type="checkbox"/> No | Are you taking courses at Stone Laboratory in Summer 2009?            |
|  |  | <input type="checkbox"/> Yes <input type="checkbox"/> No | Is employment essential to your attending Stone Laboratory?           |

# STONE LABORATORY EMPLOYMENT APPLICATION 2009

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## JOB DESCRIPTIONS

The FOLLOWING POSITIONS ARE AVAILABLE TO STUDENTS TAKING ONE, 3-DAY per WEEK, TERM CLASS. In an effort to assist students during these difficult economic times, with the financial assistance of the Friends of Stone Lab, compensation for each of these positions has been increased and will cover the student's room and meals for the term. Place a 1, 2, 3 next to your first, second, or third choices for employment. Put an "x" next to any position that is definitely not of interest to you.

\_\_\_\_\_ **Laboratory and Dining Hall Assistant** - These individuals primarily assist with the daily operations of the Laboratory, Dining Hall, and Residence Halls. Duties include: distribution, inventory, and maintenance of classroom supplies; leading tours of Gibraltar Island; janitorial work; meal preparation and cleanup; organizing stockrooms; light landscaping; assisting visiting researchers; and other duties as needed to support the Laboratory. Outboard motor certification required but can be obtained on site, if necessary. (8 positions available each term)

\_\_\_\_\_ **Student Outreach/Teaching Assistant** - These individuals are taught to lead and assist in educational and outreach programs for the public at the South Bass Island Lighthouse and State Aquatic Visitors Center. Duties also include maintenance of the facilities and other duties as needed to support the Laboratory. Outboard motor certification required but can be obtained on site, if necessary (8 positions available each term)

\_\_\_\_\_ **Library/Bookstore Assistant** - This is a shared position reporting to both the Biological/Pharmacy Library and the OSU branch of Barnes & Noble bookstore. Two student/employees, working alternate days, will operate the library and bookstore Sunday through Friday. Duties include: checking out/re-shelving reference materials, forwarding special requests to Columbus, assisting students with library searches, operating a cash register, transferring money, and making accurate and timely bank deposits. (2 positions available each term)

\_\_\_\_\_ **Graduate Teaching Associates (GTAs) and/or Undergraduate Classroom Assistants** - These individuals are assigned to a course to assist the instructor with any and all components of the course. These positions are considered first for Ohio State University graduate students who have previously taken the course or have experience with the subject matter. Graduate TAs receive a monthly stipend and tuition for the summer; undergraduates or non-OSU students are paid \$9.50/hour plus room and meals.

Indicate the course(s) in which you are interested and capable of assisting:

1st choice \_\_\_\_\_ 3rd choice \_\_\_\_\_

2nd choice \_\_\_\_\_ 4th choice \_\_\_\_\_

### List college courses in which you have assisted in the past:

Dept & Course Title	Qtr/Yr Taught	Course Instructor & Phone #	College/University	Stone Lab course?
_____	_____	_____	_____	Yes _____
_____	_____	_____	_____	Yes _____
_____	_____	_____	_____	Yes _____

Have you ever taken a course(s) at Stone Laboratory?  Yes  No

If yes, indicate course title(s):

\_\_\_\_\_ Year \_\_\_\_\_ Year \_\_\_\_\_  
 \_\_\_\_\_ Year \_\_\_\_\_ Year \_\_\_\_\_

**RETURN THIS APPLICATION BY MARCH 17, 2009 TO:**

Arleen Pineda  
 Stone Laboratory  
 1314 Kinnear Rd.  
 Columbus, OH 43212

**Tel:** 614.292.8949  
**Email:** pineda.2@osu.edu  
**Fax:** 614.292.4364



Applications received after March 17, may be considered if positions are still available.  
 Interviews will be held in Columbus, Ohio, on March 18 and 19, 2009.  
 Later applicants may be considered if positions are available.