

CIRCULATION AREA ASSISTANT OR  
CLERICAL/DATE ENTRY ASSISTANT

APPLICATION FOR PART-TIME EMPLOYMENT  
AS A CIRCULATION AREA ASSISTANT  
OR  
CLERICAL/DATA ENTRY 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. Mail only the application for to:

The Dolciani Mathematics Learning Center  
695 Park Avenue, 300 North  
New York, New York 10021

Or

You may drop it off at the Center, Room 300HN. Please label your envelope:  
ATTN: Part-Time Recruitment.

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  
Dolciani Mathematics Learning Center

**The Dolciani Mathematics Learning Center** is a laboratory type of facility, designed primarily for the utility of computer, tutorial, and audio-visual materials in learning mathematics and statistics. At the current time we support Math 100, 101, 104, 105, 120, 121, 125, 150, 155,160, 250, 255, 260, 311, Stat 113 and Stat 213. We also work with students who need to re-learn, or in many cases, learn for the first time, the arithmetic and algebra skills needed to succeed in other courses at Hunter. The Center is open generally from 9:00 am to 8:30 pm four days a week, 9:00 am to 4:00 pm Fridays and 10:00 to 4:00 pm on Saturdays.

Your responsibilities will be different depending upon which position you apply for:

CLERICAL/DATA ENTRY: You will be asked to do data input, alphabetize, keep records, interpret surveys, or file. Knowledge of MS Excel is required. We will also train, as needed.

RECEPTION/CIRCULATION: You may be asked to answer phones, take messages, monitor the student labs, loan out audio-visual equipment, and do light clerical work. These are generally where the bulk of hours are available each semester.

HUNTER COLLEGE OF THE CITY UNIVERSITY OF NEW YORK  
DEPARTMENT OF MATHEMATICS AND STATISTICS  
DOLCIANI MATHEMATICS LEARNING CENTER

**APPLICATION FOR EMPLOYMENT**

I am applying for a:

- reception area position
- clerical/data entry position

**PLEASE PRINT ALL INFORMATION CLEARLY**

NAME: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

ARE YOU A STUDENT? \_\_\_\_\_ AT HUNTER? \_\_\_\_\_ ANOTHER SCHOOL? \_\_\_\_\_

Why do you want to work at the Mathematics Learning Center?

\_\_\_\_\_  
\_\_\_\_\_

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.