

Department of Residential Life
South Dakota State University

Senior Office Assistant Application

To complete this application and be considered a candidate for the Senior Office Assistant position, you must:

- Be enrolled as a full-time student (12 credits)
- Have a cumulative GPA of at least 2.00
- Have experience as an OA at SDSU
- Be in good standing with the University
- Possess practical typing/clerical skills
- Be available to attend all training sessions as scheduled

Please note that all positions and offers are made contingent upon departmental budget and funding.

South Dakota State University is an Affirmative Action/Equal Opportunity Employer (Female/Male) and offers all benefits, services, educational and employment opportunities without regard for age, race, color, religion, sex, disability, national origin, sexual preference or Vietnam Era veteran status. Women and minorities are encouraged to apply. Proof of eligibility for employment status is required by the Immigration Reform and Control Act of 1986. Disabled applicants requesting reasonable accommodations during the application process should contact Disability Services at (605) 688-4504 (TT/Voice (605) 688-4394).