

Return this application by March 11, 2008 to:

(Applications received after March 11, may be considered if positions are still available.)

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# EMPLOYMENT APPLICATION

Stone Laboratory  
The Ohio State University



OFFICE USE ONLY  
ScAp \_\_\_\_\_

_____			(_____)	_____	
Name			Phone Number (for March 3-11, 2008)	E-mail Address	
_____			_____		
Present Address			University/College	Department	
_____			_____		
City	State	ZIP	Major	Rank ( <i>Freshman, Sophomore, Junior, Senior, Master's, etc.</i> )	

**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. Student employees are responsible for payment of room and board. 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 11, 2008.

- 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 3-11, 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 12 (Wed) and 13 (Thur), 2008.

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.) \_\_\_\_\_

**Circle Yes or No**

Yes No Have you been employed at Stone Laboratory before?  
If yes, what years and position? \_\_\_\_\_

Yes No Do you have experience operating a small boat with an outboard motor?

Yes No Have you been employed at The Ohio State University before? If yes, what years and position? \_\_\_\_\_

Yes No Do you have a watercraft license?

Yes No Are you taking courses at Stone Laboratory in Summer 2008?

Yes No Would you be qualified for the College Work Study Program?

Yes No Is employment essential to your attending Stone Laboratory?

**PLEASE RETURN THIS FORM BY MARCH 11, 2008**  
 Interviews will be held in Columbus, Ohio, on March 12 and 13, 2008.  
 Later applicants may be considered if positions are available.

## JOB DESCRIPTIONS

**POSITIONS WHICH MAY BE HELD BY STUDENTS TAKING ONE, 3-DAY per WEEK TERM CLASS:**

Place a 1, 2, 3, etc. next to your first, second, third, or fourth choices for employment. Put an "x" next to any position that is definitely **not** of interest to you.

\_\_\_\_\_ **Laboratory Assistant** - These individuals primarily assist with the daily operations of the laboratory. Duties include: distribution, inventory, and maintenance of classroom supplies; leading tours; organizing stockrooms; light landscaping; assisting visiting researchers; and miscellaneous errands. Outboard motor certification required but can be obtained on site, if necessary. (4 positions available; \$9.50/hour)

\_\_\_\_\_ **Student Research Assistant** - These individuals primarily assist visiting researchers with their projects, but will also assist with general laboratory operations, as needed. Research topics vary, but generally are aquatic related. SCUBA useful, but not required. Outboard motor certification required but can be obtained on site, if necessary. (4 positions available; \$9.50/hour)

\_\_\_\_\_ **Library/Bookstore Assistant** – This is a shared position reporting to both the Biological/Pharmacy Library and the O.S.U. 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; \$9.50/hour)



\_\_\_\_\_ **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:

1<sup>st</sup> choice \_\_\_\_\_ 3<sup>rd</sup> choice \_\_\_\_\_

2<sup>nd</sup> choice \_\_\_\_\_ 4<sup>th</sup> 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 \_\_\_\_\_