

**ICC/OFFICE LABOR SIGN UP FORM**

Date \_\_\_\_\_  
Contract Period (circle one):  
Sp/Su, Fall/Winter & Year \_\_\_\_\_  
Number of Hours owed per week \_\_\_\_\_  
House \_\_\_\_\_

For Office Use Only:

Assigned Job & schedule _____ _____
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**CONTACT INFORMATION**

First Name \_\_\_\_\_ Last Name \_\_\_\_\_  
House Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Email \_\_\_\_\_

**SCHEDULE**

All available times to work: (even if not during office hours)  
Monday \_\_\_\_\_  
Tuesday \_\_\_\_\_  
Wednesday \_\_\_\_\_  
Thursday \_\_\_\_\_  
Friday \_\_\_\_\_  
Saturday \_\_\_\_\_  
Sunday \_\_\_\_\_

**SKILLS**

Area(s) of Study \_\_\_\_\_

Rank the following skills according to your level of ability: 1 is highest, 5 is lowest

Alphabetizing 1 2 3 4 5    Clerical Skills 1 2 3 4 5    Customer Service 1 2 3 4 5  
Data Entry 1 2 3 4 5    Graphic Design 1 2 3 4 5    Organization 1 2 3 4 5  
Telephone 1 2 3 4 5    Typing 1 2 3 4 5    Visual Art 1 2 3 4 5  
Web Design 1 2 3 4 5    Other \_\_\_\_\_ 1 2 3 4 5    Other \_\_\_\_\_ 1 2 3 4 5

Language(s) Spoken \_\_\_\_\_

**PREFERRED JOB:** for each position below, give it a numerical ranking of how much you would prefer to have this job using the following scale:

1-strongly prefer, 2-somewhat prefer, 3-no preference, 4-somewhat dislike, 5-strongly dislike

- \_\_\_ Front Desk Assistant (3-4 hour shift weekly during business hours)
- \_\_\_ ICC Mail Delivery (2-4 hours weekly Tues/Thurs afternoons)
- \_\_\_ Office Labor Tracker (2 hours weekly during business hours)
- \_\_\_ Webteam (hours vary, requires approval by CoCo)
- \_\_\_ Contract counts & statistics (4 hours twice a month)
- \_\_\_ Member Services Special Project (3-4 hours weekly)
  
- \_\_\_ Co-op Reporter Editor (4 hours weekly)
- \_\_\_ Alumni Assistant (3+ hours weekly)
- \_\_\_ Sexual Harassment Resource Team member (2 hours weekly)

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- Ombudsperson (4 hours weekly)
- Ed Center Custodian (3 hours weekly, flexible schedule)
- Finance Assistant (1 hour shift weekly, Tue-Fri afternoons)
- Tool Crib Coordinator (2 hours weekly)
- Truck Steward (3 hours weekly)
- Marketing Assistant (2-4 hours weekly)
- Flier Posting & Brochure Delivery (1-2 hours weekly anytime)
- General Manager Assistant (2+ hours weekly)
- Board & Committee Reports Summarizer, Board Actions Tracker (2-3 hours weekly)
- Board Minutes Taker (4 hours twice a month, Sunday evenings)
- Records & statistics (4 hours twice a month)
- President Assistant (2+ hours weekly)
- Committee or Team member (2 hours weekly)  
(circle preferences):  
COMMITTEES: Membership / Recruitment / Education / Development / Diversity / Finance / Maintenance  
TEAMS: Sustainability / Technology / Web
- Committee or Team Chair (4 hours weekly)  
(circle preferences):  
COMMITTEES: Membership / Recruitment / Education / Development / Diversity / Finance  
TEAMS: Sustainability / Technology / Web
- Michigan Student Assembly representative (TBD)
- Other: \_\_\_\_\_

**FAVORITES**

Favorite Snack \_\_\_\_\_ Favorite Movie \_\_\_\_\_  
 Favorite Book \_\_\_\_\_ Interests \_\_\_\_\_

**NOTES**

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

**For Office Use Only:**

Received: Date _____ Initials _____ Give a copy of this form to each supervisor in the areas with a job ranked as "1" Entered into Database Date _____ Initials _____
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