



UNIVERSITY *of*
DENVER

STUDENT LIFE

Housing & Residential Education

Housing and Residential Education Desk Manager Application 2014-2015

**Due Monday January 27, 2014 by 4:30 PM
to the Housing Office in Driscoll North, Suite 200**

**You will be informed about whether you have received
an in-person interview by Friday, January 31.**

Building Preferences:

Rank the buildings from 1-6, 1 being your highest preference and 6 being your lowest.

Apartments Complex:

Centennial Halls:

Centennial Towers:

Johnson-McFarlane Hall:

Nagel Hall:

Nelson Hall:

Please note that the Housing and Residential Education department reserves the right to hire and place all candidates in positions that will most benefit the needs of the students and department.

Personal Information:

Please include the following with your application:

1. All applicants must include an updated resume and cover letter.

(Including work, extracurricular experiences, hobbies, interests, etc.)

2. Two Recommendations:

Name of person, title, company, and phone number should be included in the letter.

The recommendations should be from at least 2 of the following:

- a. Immediate Supervisor, assessing your professional attributes.
- b. Faculty Member within your academic program
- c. Personal Reference, assessing your personal character and leadership.

All recommendations are due to the Housing Office at Driscoll North by Monday, January 27, no later than 4:30pm. Recommendations should be submitted with your entire application.

Additional Questions:

Please respond to the following questions on a separate piece of paper. Please type your responses and answer as thoroughly as possible.

Your Goals

Please brainstorm a list of goals you would want to accomplish as a staff member in Housing and Residential Education Department and why you chose those goals to focus on; limit this to one page.

Social Justice

The University of Denver Department of Housing & Residential Education believes that diversity is a core value of our residential communities. As a Front Desk Manager, how will you incorporate this value into your management style? Why is this value important in the work that is done at the front desks? Limit one page.

Please choose 2 from the following 3 prompts:

Customer Service

What does customer service look like? Why is it important? If given the position as desk manager, what new ideas will you implement at the front desk and why? What aspects of the front desk will you keep the same and why?

Management Styles

In what types of working environments do you thrive? Describe how you foresee yourself in the management position. What kind of environment will you provide? What management style do you relate to? Please describe a situation when you were in a group situation that

Personal Qualities

What are your greatest strengths that you will bring to this position? How will your strengths assist you as a desk manager? What are some areas for improvement?

HRE Grade and Judicial Check Waiver

I have read and understood the job description for the Desk Manager position. The information in this application is truthful and accurate. I further understand that any false, incomplete, or misleading information could terminate my participation in the candidate selection process.

Signature

Printed Name

Date