Housing and Residential Education
Desk Manager Application
2015-2016

Due Monday, January 26, 2015 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 30, 2015.

Personal Information:
Name:
Student ID#:
Cell Phone #:
Residence Hall Building and Room #:
Permanent Address:
Email:

Education:
Cumulative DU GPA as of Fall 2014 (Must be 2.75 or above to be eligible):
Circle One: Undergraduate 4+1 Graduate
Degree Program of Study:
Expected Graduation Date:
Class Status as of Fall 2014:
Have you worked as a Desk Assistant or Assistant Desk Manager? Yes No
If yes, which desk(s) have you worked and when?

Time Commitments:

Please include any anticipated activities for the 2015-2016 academic year.

Activity	Position	Estimated Time

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 experiences, extracurricular experiences, 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 in Driscoll North, Suite 200 by Monday, January 26, 2015 at 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 share a list of goals you would want to accomplish as a staff member in the Housing and Residential Education Department and explain why you chose those goals.

Diversity

Diversity is a core value within the Housing and Residential Education Department. As a 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?

Please choose 2 from the following 3 prompts:

Customer Service

What does customer service look like to you? How would you utilize customer service in your position as a Desk Manager? What customer service ideas would you want to implement at the front desk and why?

Management Styles

In what types of work environments do you thrive? What kind of environment will you provide to those that you supervise? Please describe a situation when you were in a group situation that was difficult. How did you handle it?

Personal Qualities

What are your greatest strengths and how would they assist you as a Desk Manager? What challenges do you foresee for yourself if offered the Desk Manager position?

HRE Grade and Judicial Check Waiver

I have read and understand 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**