

**Housing and Residential Education
2015-2016 Desk Assistant Application**

Desk Assistant applications will be considered on a rolling basis and should be submitted to the Housing Office located in Driscoll North, Suite 200. You will be notified via email regarding your application status after it's submission.

Personal Information:

Name:
Student ID#:
Cell Phone #:
Residence Hall/Apartment Building and Room #:
Permanent Address:
Email:

Education:

Cumulative DU GPA as of Winter 2015 (Must be 2.25 or above to be eligible):
Circle One: Undergraduate Graduate Law
Degree Program of Study:
Expected Graduation Date:
Class Status as of Winter 2015:
Have you worked as a Desk Assistant? Yes No
If yes, which desk(s) have you worked and when?

General Information:

Are you studying abroad during 2015-2016 academic year? Yes No
If yes, when? Fall 2015 Winter 2016 Spring 2016
Are you a work-study student? Yes No
If yes, do you want to use your work-study as a desk assistant? Yes No
How many hours would you like to work each week?
Would you be willing/want to work during vacations (e.g. Spring Beak)? Yes No
When would you prefer/be willing to work? Select all that apply.
No Preference Early Mornings Middays Late Nights Weekends

Additional Questions:

Please Respond to the following questions using the space provided.

Please list any experiences that relate to the Desk Assistant position and explain the skills you gained from those experiences.

Why are you interested in the Desk Assistant position (please be specific)?

Please number your building preferences. 1 being your first choice and 5 being your last choice.

Halls ___ JMAC ___ Towers ___ Nagel ___ Nelson ___

Do you have another job currently? If yes, what is it?

Time Commitments:

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

Activity	Position	Estimated Time

**** Please include your cover letter and resume attached to this application****

HRE Grade and Judicial Check Waiver

I have read and understand the job description for the Desk Assistant 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