



## Application for Residence Hall Desk Aide

***Please note that you will not be considered for this position unless an Application for Campus Employment has been completed in the Office of Financial Aid.***

*Due March 21st at noon.*

Name: \_\_\_\_\_  
*First Middle Last*

Banner #: \_\_\_\_\_ Current Residence Hall: \_\_\_\_\_ Room #: \_\_\_\_\_

Room Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ UMW Box #: \_\_\_\_\_

Current Class Standing (freshman, sophomore, etc): \_\_\_\_\_

Email Address: \_\_\_\_\_

Cumulative GPA: \_\_\_\_\_ ***Note: A Desk Aide must have a GPA of at least a 2.0.***

Have you ever been placed on disciplinary probation? [  ] Yes [  ] No

### **General Questions**

1. Have you had previous experience as a Residence Hall Desk Aide? [  ] Yes [  ] No  
If yes, please describe your experience.
2. What do you hope to gain from the Desk Aide position?
3. As a representative of our department, you will be interacting with individuals from very different backgrounds. What does diversity mean to you?
3. Please describe your organizational style.
4. What skills and qualities can you bring to the Desk Aide position?
5. What do you think Desk Aides spend most of their time doing at work?

6. Why do you think you should be chosen for this position?

7. What halls would you prefer to work in (preferences are not guaranteed)?

References:

Please list two individuals who may be contacted for a reference. One must be a former or current supervisor.

<i>Name</i>	<i>Title</i>	<i>Relationship to you</i>	<i>Phone #</i>

Do you understand that the acceptance of this position means that you will be expected to return to campus early and be on duty during the opening and closing of the residence halls and through commencement, when necessary?

Yes       No

All offers of employment are contingent upon your having an Application for Campus Employment completed and on file in the Office of Financial Aid and your qualifying with that office for campus employment. Do you understand that it is your responsibility to complete this obligation?

Yes       No

All offers of employment are contingent upon your being a residential student. Will you be living on campus next year?

Yes       No

A confidential evaluation of your performance as a Residence Hall Desk Aide will be completed by residence hall staff members during your service, if hired. It will be discussed with you and forwarded to the Office of Financial Aid. This evaluation will serve as a recommendation for future positions at the University of Mary Washington and elsewhere.

*Your signature below indicates full understanding of the content of this application and the position description below. Also, your signature indicates your willingness to undertake those responsibilities. Last, your signature attests to the truthfulness of your responses to the best of your knowledge and belief.*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

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**Responsibilities of Desk Aides:**

- 1. Attend any residence hall training and/or evaluation meeting scheduled by the HR, RD, AD, or HDM.**
- 2. Serve as receptionist to the hall.**
- 3. Answer the telephone in a professional manner and pass on messages as appropriate.**
- 4. Enforce all visitation policies.**
- 5. Help provide adequate building security.**
- 6. Be prepared to deal with emergencies and assist the RA, HR, RD, AD, and/or Campus Police as necessary.**