



**Application for Head Desk Manager
(New Hires)**

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.

***All application materials are due in the Office of Residence Life
By March 28th at noon.***

Name: _____

Banner#: _____ *First* _____ *Middle* _____ *Last* _____ Current Residence Hall: _____ Room #: _____

Cell phone number: _____ Room phone number: _____ UMW Box #: _____

Current Class Standing (freshman, sophomore, etc.): _____

Cumulative GPA: _____ ***Note: A Head Desk Manager must have a GPA of at least a 2.0.***

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

General Questions:

1. What do you hope to gain from the Head Desk Manager position?
2. 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 leadership style.
4. As a Head Desk Manager, you will be responsible for managing a Desk Aide staff. How would you address the following situation? One of your Desk Aides has shown up her shift late three days in a row.

5. Please describe any previous supervisory experience you've had. How does it relate to the Head Desk Manager position?

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>
<hr/>			
<hr/>			

Do you understand that the acceptance of this position means that you will be expected to 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 Head Desk Manager 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 that you attest to the truthfulness of your responses to the best of your knowledge and belief.

Signature

Date