

**THE OFFICE RESIDENCE LIFE AND RESIDENTIAL EDUCATION
STUDENT STAFF APPLICATION PACKET
VANDERBILT UNIVERSITY**

Mission Statement

The Office of Residence Life is committed to the furtherance of education beyond the classroom by providing a living learning environment and by connecting students with faculty, staff, and the community through programming, leadership opportunities, community development, and diverse interactions.

Reeve Front Desk Assistants at Vanderbilt University are an integral part of the customer service and first response team. The department looks for dependable, reliable, and self sufficient individuals to hold these positions. **Applications are due to Branscomb 4113 by Thursday, April 8, 2010, at 4:00 p.m.**

REEVE FRONT DESK ASSISTANT SELECTION PROCESS TIME-LINE

NOW	Reeve Front Desk Assistant applications available online
Thursday, 4/8	Reeve Front Desk Assistant Applications due by 4pm
Friday - Monday, 4/9 - 4/12	Candidates who have received email verification of receipt of application need to sign up for an interview at Branscomb Hall desk
Tuesday - Monday 4/13 - 4/20	Interviews held (Locations TBA)
Thursday, 4/22	Hiring Decisions made and announced by email
Tuesday, 4/27	Employment paperwork due to Branscomb Recreational Room from 1 to 4pm

SPECIFIC QUALIFICATIONS

1. Must have a cumulative and last quarter GPA of 2.25 or higher; 2.5 high school GPA if in first semester of freshman year.
2. Must demonstrate solid customer service skills, professionalism, interpersonal skills and a working knowledge of the Vanderbilt Community.
3. Must have ability to work 8-20 hours per week and commit to working an entire academic year.
4. Must be in good standing with University Conduct.

COMPENSATION

Shifts 8am – midnight = \$7.25/hour

Shifts Midnight – 4am = \$8.00/hour

Shifts 4am – 8am = \$9.00/hour

