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

RESIDENCE LIFE TEAM MEMBER APPLICATION

INTENT OF APPLICATION	
Date of Application (month, day and year):	
I am (check one):	
- A New Applicant	0
- A Returning Applicant	0
I am applying for: (check all that apply)	0
- Reeve for fall/spring - Reeve for summer	0
- Neeve for Summer	
GENERAL IDENTIFICATION INFORMATION	
Family (Last) Name Given (First) Name Middle Initial	
WINET ID	
VUNET ID Official Vanderbilt University E-mail Address	ما مسام الله المسام
	derbilt.edu
Social Security Number or "901" Student ID # Alternate E-mail Address	
Call Dhana Number/International code	
Cell Phone Number/International code	
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CURRENT LOCAL ADDRESS Pasidones Hall/Hause Pasm # and Puilding OR Off Compute Address	
Residence Hall/House Room # and Building <u>OR</u> Off Campus Address	
City.	
City State Zip Code	
Legal Phone or Peam Phone Number	
Local Phone or Room Phone Number	
Cell Phone Number/International code	
Cell Priorie Number/International code	
SUMMER OR ALTERNATE ADDRESS	
Number (PO Box) and Street	
City.	
City State Zip Code	
Telephone/International code	
Telephone, international code	
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STUDENT STATUS	_
College: O PEA O A&S O Blair O Engineering O Grad/professional	
College. Creat Character and C	
Year at Vanderbilt University beginning upcoming Fall: O 2 nd O 3 rd O 4 th O 5 th O Other	
Major	
Double Major or Minor (if applicable)	
Current Cumulative GPA: Last Semester GPA: Work Study: Yes or	<u>No</u>
Hold Another Job on Campus: Yes or No If Yes, what department? If so, how many hours?_	
LOCATION & SHIFT PREFERENCES	
Where do you prefer to work? (Options: Mims, Vanderbilt/Barnard, Cole, Carmichael Towers East, Carmichael Tower Lewis, & Ingram House)	s West, Branscomb,
Lewis, a myram muse)	
1 st :	
2 nd :	
3 rd :	
Please circle the type of shifts you are willing to work based on sleep habits, study patterns and routine meetings/appo	ointments?
Weekdays: 12-4am 4-8am 4-8pm 8pm-12am Weekends: 12-4am 4-8am 8am-12pm 12-4pm 4-8pm 8pm-12am	
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2. Today we live in an era of constant change. How do you view change and deal effectively with it?	
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3. What motivates you?	
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Candidate Signature: Date:	
	