

**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 4120 by Monday, March 31, 2008, at 4:00 p.m.**

REEVE FRONT DESK ASSISTANT SELECTION PROCESS TIME-LINE

NOW	Reeve Front Desk Assistant applications available online
Monday, 3/31	Reeve Front Desk Assistant Applications due by 4pm
Tuesday & Wed, 4/1 & 4/2	Candidates who have received email verification of receipt of application need to sign up for an interview at Branscomb Hall desk
Monday – Friday 4/7-4/11	Interviews held (Locations TBA)
Monday, 4/21	Hiring Decisions made and announced by email
Friday, 4/25	Employment paperwork due to 4120 Branscomb Hall by 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 the Office of Student Conduct and Academic Integrity.

COMPENSATION

(Starting July 1, 2008)

Shifts 8am – midnight = \$6.55/hour

Shifts Midnight – 4am = \$7.30/hour

Shifts 4am – 8am = \$8.30/hour

RESIDENCE LIFE TEAM MEMBER APPLICATION

INTENT OF APPLICATION	
I am applying for: (check all that apply) - Reeve for fall/spring - Reeve for summer	<input type="radio"/> <input type="radio"/>

GENERAL IDENTIFICATION INFORMATION		
Family (Last) Name	Given (First) Name	Middle Initial
<input type="text"/>	<input type="text"/>	<input type="text"/>
VUNET ID	Official Vanderbilt University E-mail Address	
<input type="text"/>	<input type="text"/> @vanderbilt.edu	
Social Security Number/Stud ID #	Alternate E-mail Address	
<input type="text"/>	<input type="text"/>	
Cell Phone Number/International code		
<input type="text"/>		

CURRENT LOCAL ADDRESS		
Number (PO Box) and Street		
<input type="text"/>		
City	State	Zip Code
<input type="text"/>	<input type="text"/>	<input type="text"/>
Home phone		
<input type="text"/>		
Cell Phone Number/International code		
<input type="text"/>		
Preferred address for mailings specifically during summer?		
<input type="radio"/> current local address <input type="radio"/> summer/alternate address		

SUMMER OR ALTERNATE ADDRESS		
Number (PO Box) and Street		
<input type="text"/>		
City	State	Zip Code
<input type="text"/>	<input type="text"/>	<input type="text"/>
Telephone/International code		
<input type="text"/>		

STUDENT STATUS		
College: <input type="radio"/> PBDY <input type="radio"/> A&S <input type="radio"/> Blair <input type="radio"/> Engineering <input type="radio"/> Grad/professional		
Year at Vanderbilt University beginning Fall 2008: <input type="radio"/> 2 nd <input type="radio"/> 3 rd <input type="radio"/> 4 th <input type="radio"/> 5 th <input type="radio"/> Other _____		
Major		
<input type="text"/>		
Double Major or Minor (if applicable)		
<input type="text"/>		
Current Cumulative GPA: _____		Last Semester GPA: _____
Work Study: <u>Yes or No</u>		Hold Another Job on Campus: <u>Yes or No</u> If so, how many hours? _____

LOCATION & SHIFT PREFERENCES	
Where do you prefer to work? (Options: Mims, Vanderbilt/Barnard, Carmichael Towers East, Carmichael Towers West, Branscomb, Lewis, & Ingram House)	
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/appointments?	
Weekdays:	12-4am 4-8am 4-8pm 8pm-12am
Weekends:	12-4am 4-8am 8am-12pm 12-4pm 4-8pm 8pm-12am

SELF EVALUATION

Please rate yourself on each of the following areas by circling the number that best describes you (10 being the highest):

Customer Service skills:	1	2	3	4	5	6	7	8	9	10
Communication skills:	1	2	3	4	5	6	7	8	9	10
Organizational skills:	1	2	3	4	5	6	7	8	9	10
Dependability:	1	2	3	4	5	6	7	8	9	10
Initiative:	1	2	3	4	5	6	7	8	9	10
Friendliness:	1	2	3	4	5	6	7	8	9	10
Ability to follow direction:	1	2	3	4	5	6	7	8	9	10
Flexibility:	1	2	3	4	5	6	7	8	9	10
Timeliness:	1	2	3	4	5	6	7	8	9	10
Multitasking Ability	1	2	3	4	5	6	7	8	9	10

Candidate Signature: _____ Date: _____