

**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 Monday, March 30, 2009, at 4:00 p.m.**

REEVE FRONT DESK ASSISTANT SELECTION PROCESS TIME-LINE

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|--|---|
| NOW | Reeve Front Desk Assistant applications available online |
| Monday, 3/30 | Reeve Front Desk Assistant Applications due by 4pm |
| Tuesday - Thurs, 3/31 - 4/2 | Candidates who have received email verification of receipt of application need to sign up for an interview at Branscomb Quadrangle desk |
| Monday – Friday 4/6 - 4/10 | Interviews held (Locations TBA) |
| Monday, 4/20 | Hiring Decisions made and announced by email |
| Friday, 4/24 | 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 University Conduct.

COMPENSATION

(Starting July 24, 2009)

Shifts 8am – midnight = \$7.25/hour

Shifts Midnight – 4am = \$8.00/hour

Shifts 4am – 8am = \$9.00/hour

Previous Employment (if any)

1. Name of Employer: _____ Supervisor's Name: _____

Dates Employed: _____ Contact Number: _____

Brief Description of Job Skills and Tasks: _____

Reason For Departure: _____

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: _____