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
### INTENT OF APPLICATION

Date of Application (month, day and year): __________________

I am (check one):
- A New Applicant ❌
- A Returning Applicant ✅

I am applying for: (check all that apply)
- Reeve for fall/spring ✅
- Reeve for summer ❌

### GENERAL IDENTIFICATION INFORMATION

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<thead>
<tr>
<th>Family (Last) Name</th>
<th>Given (First) Name</th>
<th>Middle Initial</th>
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VUNET ID Official Vanderbilt University E-mail Address

Social Security Number or "901" Student ID # Alternate E-mail Address

Cell Phone Number/International code

### CURRENT LOCAL ADDRESS

<table>
<thead>
<tr>
<th>Residence Hall/House Room # and Building OR Off Campus Address</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
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Local Phone or Room Phone Number

Cell Phone Number/International code

### SUMMER OR ALTERNATE ADDRESS

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<th>Number (PO Box) and Street</th>
<th>City</th>
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### STUDENT STATUS

College:  
- PEA
- A&S
- Blair
- Engineering
- Grad/professional

Year at Vanderbilt University beginning upcoming Fall:  
- 2nd
- 3rd
- 4th
- 5th
- Other ________________

Major

Double Major or Minor (if applicable)

Current Cumulative GPA: ______   Last Semester GPA: ______       Work Study: Yes or No

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 Towers West, Branscomb, Lewis, & Ingram House)

1st: ____________________________________________

2nd: ____________________________________________

3rd: ____________________________________________

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
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: __________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
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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

Please Type Responses to questions 1-3 (You can attach additional sheets)

1. As you know the Reeve Front Desk Assistant position is one of the many leading roles in the Vanderbilt community, so how do you define leadership and how would you rate yourself as a leader?______________________________________________________________________________________
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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: ___________________________