
HOUSING ASSISTANT APPLICATION

FIRST NAME

LAST NAME

EMAIL

GWID

FEDERAL WORK STUDY

YES

NO

ACADEMIC YEAR

MAJOR

BUILDING & ROOM NUMBER

Fr So Jr Sr

PLEASE DISCUSS ANY PREVIOUS EXPERIENCE YOU HAVE WORKING IN AN ADMINISTRATIVE OFFICE OR IN CUSTOMER SERVICE

WHAT ARE THREE QUALITIES YOU CAN BRING TO EXECUTING GREAT CUSTOMER SERVICE?

EXPLAIN A TIME WHEN YOU HAD TO MANAGE MULTIPLE PROJECTS/TASKS/ASSIGNMENTS. HOW DID YOU DECIDE WHAT TO COMPLETE FIRST? HOW DID YOU MANAGE YOUR TIME?

HOW DO YOU MANAGE CONFLICT? BETWEEN COWORKERS? WHEN A CUSTOMER IS UPSET?

WHAT ROLE DO YOU PLAY ON A TEAM? TALK ABOUT ANY CHALLENGES YOU MIGHT FACE WHEN TAKING DIRECTION FROM YOUR PEERS.

HOUSING ASSISTANT APPLICATION

Please indicate your availability on the following table. You must provide 15 hours of availability but you will work 8-10 hours per week. We understand that early in the semester your class schedule may change so please fill this out based on your current availability.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:30-9:00 AM					
9:00-9:30 AM					
9:30-10:00 AM					
10:00-10:30 AM					
10:30-11:00 AM					
11:00-11:30 AM					
11:30-12:00 PM					
12:00-12:30 PM					
12:30-1:00 PM					
1:00-1:30 PM					
1:30-2:00 PM					
2:00-2:30 PM					
2:30-3:00 PM					
3:00-3:30 PM					
3:30-4:00 PM					
4:00-4:30 PM					
4:30-5:00 PM					