**SUPPLEMENTAL QUESTIONNAIRE FOR GRADUATE SERVICES ASSISTANT**

**POSITION WITH THE FACULTY SENATE**

Name: Email:

Phone: Expected Graduation Date:

Grad Degree/Major (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ GPA:

Undergraduate degree/Major: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ GPA:

Please chose a number from 1 to 3 that most closely represents the level of your expertise/experience with the following tasks (1 = minimal knowledge/experience – less than 6 months; 2 = some moderate experience/basic daily user – 6 months to 2 years; 3 = advanced knowledge/experience/practice – 2+ years).

\_\_\_\_\_\_\_\_ Organizing materials and supplies

\_\_\_\_\_\_\_\_ Creating files and maintaining file systems (digital or hard copy)

\_\_\_\_\_\_\_\_ Setting up, monitoring and troubleshooting AV equipment

\_\_\_\_\_\_\_\_ Setting up and managing Zoom meeting logistics

\_\_\_\_\_\_\_\_\_ Event and/or meeting planning and logistics (preparing meeting minutes or agendas, organizing, space planning, furniture set up, refreshment ordering, marketing event, etc.)

\_\_\_\_\_\_\_\_ Writing **business correspondence** in English (composing/typing letters, emails, memos)

\_\_\_\_\_\_\_\_ Editing and proofreading written materials for English spelling, grammar, punctuation, and readability (in print or online)

\_\_\_\_\_\_\_\_ Data entry, compiling data and preparing reports

\_\_\_\_\_\_\_\_ Analyzing data/disparate information to determine course of action

\_\_\_\_\_\_\_\_ Web development, creation and/or content management

\_\_\_\_\_\_\_\_ Creating Excel spreadsheets

\_\_\_\_\_\_\_\_ Developing surveys in Qualtrics or other survey programs

\_\_\_\_\_\_\_\_ Writing instructional materials

\_\_\_\_\_\_\_\_ Creating PowerPoint presentations

\_\_\_\_\_\_\_\_ Creating Word and/or Adobe forms/templates

\_\_\_\_\_\_\_\_ Workflow management / process development

\_\_\_\_\_\_\_\_ Utilizing SharePoint

Short Answer (answer on this same sheet; continue on additional page as needed):

1. Based upon the description and purpose of the Faculty Senate found on the UNT Faculty Senate website and in Article I of the Faculty Senate Charter (found on the website), please discuss **in a brief paragraph** (1) why you want to work for this department, and (2) how you believe you can make a positive contribution to the functioning of the Faculty Senate in accomplishing its mission.

2. Provide an example of an activity you have led or participated in which shows evidence of your ability to communicate effectively and to plan/organize meetings or events and take initiative. Include discussion of any challenges you faced.

Your application for the GSA position will considered complete when you have submitted the following items to [facultysenaterecruiting@unt.edu](mailto:facultysenaterecruiting@unt.edu) (please scan together/submit in one pdf, if possible):

1. UP-TO-DATE **Student Employment Application** (initially submitted in Handshake)   
2. Detailed **cover letter, transcript copy** and **resume/CV**

3. Completed **Supplemental Questionnaire**