

Front Desk Associate Survey

Please complete this form upon applying for the Front Desk Associate position for the Office of Leadership and Learning. All answers will be used to streamline your application process. Thank you for interest!

First Name *

Last Name *

Email Address *

University Identification Number (UIN) *

What is your class standing as of Fall 2022? *

What is your major? *

How many credits are you registered to take in Fall 2022? *

What is your cumulative GPA? *

Have you held a work position on campus previously? * ☐ Yes
☐ No

If yes (above), please list your role, start date, and end date.

Do you have any customer service experience? * ☐ Yes
☐ No

If yes (above), please describe your customer service experience.

Have you been involved on campus (e.g., student organization, program participation, volunteering, etc.)? * ☐ Yes
☐ No

If yes (above), please share your involvement.

What do you know about the Office of Leadership & Learning? *

Why are you interested in serving as a Front Desk Assistant? *

Please list below your Fall 2022 availability to work on MONDAY. (If no availability, type "n/a") *

Please list below your Fall 2022 availability to work on TUESDAY. (If no availability, type "n/a") *

Please list below your Fall 2022 availability to work on THURSDAY. (If no availability, type "n/a") *

Please list below your Fall 2022 availability to work on WEDNESDAY. (If no availability, type "n/a") *

Please list below your Fall 2022 availability to work on FRIDAY. (If no availability, type "n/a") *

Do you plan to work in any other paid positions on- or off-campus during the Fall 2022 semester? * ☐ Yes
☐ No
☐ I'm not sure

If yes (above), please explain your other plans for employment and the approximate number of hours for each position.

What is your ideal range of work hours per week if hired to serve as a Front Desk Assistant for Leadership & Learning (e.g., 8-10 hours/week, 12-15 hours/week)? *

Do you qualify for Federal Work Study? ☐ Yes
☐ No

If applicable, what is your Visa type (for international students)?