

**Washburn University**  
**Department of Residential Living**  
**Desk Assistant / Office Assistant Descriptions**

**Desk Assistant**

Required Qualifications:

- Previous customer service experience.
- Minimum weekend availability; two weekends a month.
- Minimum week availability; 10 hours.
- Enrolled as a full-time student for the fall 2009 semester.
- Preference may be given to applicants who live on campus.

Major Job Responsibilities:

- Work a minimum of 10 desk hours a week.
- Attend staff and scheduling meetings.
- Process resident mail.
- Serve as a campus resource for residents.
- Provide tours of housing facilities upon request.
- Assist members of Residential Living office with projects.
- Complete other duties as assigned.

Compensation:

- Desk Assistants earn \$7.25 per hour and can work up to 20 hours a week.

**Office Assistant**

Required Qualifications:

- Previous customer service experience.
- Minimum weekday availability; 10 hours.
- Enrolled as a full-time student for the fall 2009 semester.
- Preference may be given to applicants who live on campus.

Major Job Responsibilities:

- Work a minimum of 10 office hours a week.
- Attend weekly office staff meetings.
- Answer office phone.
- Serve as a campus resource for residents, prospective students and their families.
- Provide tours of housing facilities upon request.
- Assist members of Residential Living office with projects, including; data entry, alphabetizing and filing and organizing office space.
- Complete other duties as assigned.

Compensation:

- Office Assistants earn \$7.25 per hour and can work up to 20 hours a week.

Disclaimer:

- *These lists are not all inclusive; other responsibilities may be added.*
- *If these, and other, expectations are not met, disciplinary actions will be taken that could lead to probation or termination of employment contract.*

# Desk Assistant / Office Assistant Application

Washburn University, Department of Residential Living

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In order to be eligible to apply, students must be considered full-time; enrolled in 12 or more hours each semester, maintain a minimum 2.0 semester G.P.A. and a minimum 2.5 cumulative G.P.A. Please read through the entire application before completing. Remember to print clearly.

Name: \_\_\_\_\_  
Last First

WIN (Student Id) #: \_\_\_\_\_

Current Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

\_\_\_\_\_  
City State ZIP

E-mail Address: \_\_\_\_\_

Major at Washburn University: \_\_\_\_\_

Are You Work Study Eligible? \_\_\_\_\_

Can You Work Overnight Shifts? \_\_\_\_\_

Are You Available to Work Weekends? \_\_\_\_\_

Where will you be living during the academic year? \_\_\_\_\_

Which positions are you interested in (please rank 1 – 3)?

\_\_\_\_\_ Washburn Village desk    \_\_\_\_\_ Living Learning Center desk    \_\_\_\_\_ Office Assistant

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## Educational History

School Level	Name & Location of School	Years Attended	Did you Graduate?	Degree Granted
High School				
College				
Other School				

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## Work Experience

In the space provided below, please list any relevant work experience. Attach additional sheets if necessary.

Name of Current or Last Employer				
Address	City	State	Zip	Phone
Job Title	Starting Date	Ending Date	Salary	
Name of Supervisor	Title		May we contact? Yes No	
Brief Job Description:				



## Volunteer Information

In the space provided below, please list any volunteer experience, including leadership positions held. If you are a freshman, please list high school activities.

Organization	Dates Involved	Position

## Essay Questions

Please answer the following essay questions thoughtfully and completely. Responses should be typed and submitted on a separate page. In addition, complete sentences should be utilized to compose an essay that is approximately one page in length.

1. Why are you interested in serving as a Desk Assistant or Office Assistant?
2. Please describe the strengths you possess that would contribute to your success as a Desk Assistant or Office Assistant. Indicate any information you feel to be related to these positions, such as leadership experiences, honors conferred, skills or training, unusual qualifications, etc. that you feel may be helpful.

## Judicial Information

Please list any judicial incidents you have been involved in since enrolling at Washburn University. Please note that involvement in a judicial incident does not disqualify you from the application process. If you are a freshman, this section does not apply.

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I understand that by signing this application I declare all information given as true, complete and accurate. Also, I understand that if employed, falsified statements on this application shall be grounds for dismissal. In addition, I give the Residential Living professional staff permission to verify my enrollment, G.P.A., and student conduct record.

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Student Signature

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Date Signed

## Fall 2009 Schedule of Availability

**Please block off times that you are *unavailable* to work the desk.**

**If you have not blocked off the time,  
you will be expected to be able to work the desk at this time.**

<b>Time (start at)</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
12am							
1am							
2am							
3am							
4am							
5am							
6am							
7am							
8am							
9am							
10am							
11am							
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11pm							