

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 duration of employment.
- 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 duration of employment.
- 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.*

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.

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.

Student Signature

Date Signed

Schedule of Availability

Please circle one: **Fall / Spring / Summer**

Year: _____

**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.**

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