DESK ASSISTANT APPLICATION

Shippensburg University

1. Name:_____ ID#:_____

2. Semester Applying For: ____ Fall ____ Spring ____ Summer Academic Year Applying For: _____

3. E-mail Address: _____ Cell Phone #: _____

4. Local Address:_____ Local Phone #:_____

5. Home Address:_____ Home Phone #:_____

6. Class Status: FR SO JR SR Anticipated Graduation Semester/Year: _____

7. Cumulative Grade Point Average:_____ Major: _____

8. List Chronologically any work experiences and dates (summer and school year):

_____

_____

9. References:

Name	Relationship	Phone Number
_____	_____	_____
_____	_____	_____

10. Please list your class schedule and sports, clubs, or organizations that you may be involved with on the back side of this application.

11. Please check the Residence Hall that you are applying for a desk assistant position in:

____ Harley ____ McCune ____ Kieffer ____ Lackhove ____ Naugle ____ McLean ____ Mowrey ____Seavers

12. I agree to return to campus early for training. _____ Yes _____ No

13. I agree to abide by University policies as well as state, federal, and local laws. _____ Yes _____ No

14. I agree to work weekday, weeknight, and weekend scheduled hours. _____ Yes _____ No

15. I understand that I must maintain a 2.0 cumulative grade point average to be a desk assistant. _____ Yes _____ No

I realize that failure to adhere to the agreements made in questions 12-15 and as outlined in the DA Work Agreement and No Show/Lateness Policy may result in my dismissal from the Position of Desk Assistant, if hired. I also realize that applications will only be kept until June 1, after the current academic year in which they are filed.

_____ _____

Signature of Applicant Date

Dean of Students Office Use Only

☐ Hire for _____
(Hall)

_____ _____
(RD signature) (Date)

**If you wish to be considered for any Residence Hall on campus, return this application to the Dean of Students Office, Old Main 210. If you wish to be considered for a specific building, your application should be turned in to the front desk of the Residence Hall you are requesting.*