 DESK ATTENDANT APPLICATION

University Housing and Conference Services

2021-2022 Academic Year

Please Print Neatly or Type

Personal Information

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last First Preferred

Campus Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

M#: M\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Millersville Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell Phone: ( )\_\_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_

Academic Information (first semester freshman can leave blank)

Credits Passed to Date: \_\_\_\_\_\_\_ Cumulative GPA: \_\_\_\_\_\_\_\_ Major: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­

Building Assignment

Name of Residence Hall you will be residing in for 2021 - 2022 School Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*For East, South and West Villages, also add the wing (A, B, C, or D)

Leadership Experience (high school, university, religious, and athletic):

|  |  |  |
| --- | --- | --- |
| **Organization** | **Position/Title** | **Length of Services** |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |

Activities

Please list all other non-academic obligations and activities for the 2018-19 year. (i.e.: Clubs/Organizations/work) (Please note, desk attendants are required to work weekend shifts)



Hours of Availability

Desk Attendants work daily from 12 noon to 5 pm, 10 pm – 12:00 am Sunday thru Thursday, and 10 pm – 3 am Friday and Saturday

* **Desk Attendants are required to be available to work shifts during the day and night, including weekend shifts** **as well.**
* **Desk Attendants may not participate in time-intensive academic coursework while a staff member where you would be in session almost the entire day. This would include student teaching or some internships**
* **Desk Attendant schedules will be created by the Graduate Assistant/Residential Area Director of the residence hall. You will need to provide them with an accurate schedule of your classes. Availability to work during the scheduled Desk Attendant times is a top priority.**
* **Desk Attendants must maintain a GPA of 2.3**
* **Desk Attendants will be required to return to campus early before the start of the fall semester**

Work History

Start with the most current employment, list all previous employment. If you need additional space,

please continue on a separate sheet.

|  |  |  |  |
| --- | --- | --- | --- |
| **Position** | **Employer** | **Length of Service** | **Responsibilities** |
| 1. |  |  |  |
|  |
| 2. |  |  |  |
|  |
| 3. |  |  |  |
|  |

Terms of Application (Please Read and Sign)

I wish to submit this application for employment for the Desk Attendant position. I have read and understand the information included in the Desk Attendant Application Packet. I possess the minimum qualifications required for this position and all information I have provided herein is accurate. I understand that any falsification of information on this application may result in dismissal from the Desk Attendant Selection Process. I also understand that if hired for a Desk Attendant Position, I must complete the Act 34, 114, and 151 clearances.

I authorize the Department of University Housing and Conference Services to verify my grade point average (GPA), my disciplinary record, and conduct a background check.

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Candidate’s Signature Date

(\*If completing electronically, typing your full name will act as your signature)

Thank you for your interest in the Desk Attendant position.

Please submit your application to Matthew Rutkoski by

email at **matthew.rutkoski@millersville.edu**