

Desk Attendant/Rec. Room Attendant Application

Position Description

The Desk Attendant's (DA) role is to ensure safety and provide service at one of our five residence hall desks on campus. Responsibilities include: checking IDs, answering the phone, checking out equipment and supplies, managing a cashbox, distributing keys, being a resource person and attending periodic DA staff meetings. All Recreation Room Attendants are hired and trained as Desk Attendants.

Important information for job applicants:

1. You must have workstudy funding to apply for this position. **This requirement does not apply for summer DA positions.** If you begin working and you do not have workstudy, you will be removed from your position. If you have any questions regarding your eligibility for workstudy money, please contact the HUB at 268-8186.
2. You will not receive an interview for a position if you have not completed this application **completely** and **thoughtfully**. Please take time to answer each question.
3. We do our best to keep track of everyone who applies for a position. However, as positions may or may not be available, interviewing may or may not be occurring. **Fortunately**, there is typically a regular turnover for the DA position as students leave for different reasons. We encourage you not to be discouraged if you do not hear about an application immediately.
4. If you are hired for a position, you are required to attend a DA training session before you can begin working. The Desk Manager who hires you will let you know when the training sessions are being held.

**Interested in learning more about the service desks and being a DA?
Just go to the CMU Housing Services page on the web and click on
the Residence Hall Service Desks link.**

Please direct any questions about this application or the selection process to Scott Shields, Graduate Coordinator for Desk Services, at 268-2139 or e-mail at sshields@andrew.cmu.edu. Thank you for your interest.

DESK ATTENDANT/REC. ROOM ATTENDANT APPLICATION

I. General Information

Name _____ Date _____

Class _____ Shirt Size: _____

Amount of Workstudy funding: _____
(you must have this to be eligible for an academic year position. If you are applying for a summer position only, please indicate **summer only**).

Student ID Number _____ D.O.B. _____

Home address: _____ Home phone: _____

_____ E-mail Address: _____

_____ CMU Phone: _____

Have you worked as a DA in the past? Y N

If yes, which desk and DM did you work for? _____

How many semesters did you work and why did you stop working? _____

Have you held any jobs on campus? Y N

If yes, with which department(s)? _____

What is your location preference? (Please rank as many locations as you want to consider: 1=highest preference, 6=lowest preference.)

_____ Mudge Desk	_____ West Wing Rec. Room
_____ Morewood A-Tower Desk	_____ Resnik Desk
_____ West Wing Desk	_____ Donner Desk

Please indicate the dates you will be available to work. (i.e. Summer I only, Summer I and II, just fall, next academic year, etc). Also, indicate what date (if any) you not be able to work after.

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II. Essay Section

Please respond to the following questions as clearly and concisely as possible.

1. What are your primary reasons for applying or re-applying for this position?

2. What characteristics do you possess that would be an asset in this position?

3. What prior work experience have you had?

4. What have you observed about the desk system since you have been at CMU?

5. What suggestions do you have for improving these operations?

6. Please feel free to add any additional comments concerning your candidacy:

Please return this completed application to Scott Shields at Housing Services, Morewood Gardens E-Tower. Thank you.