



residence  
life

# Desk Assistant Application

\_\_\_\_\_  
Date

\_\_\_\_\_  
700#

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First

\_\_\_\_\_  
Middle

\_\_\_\_\_  
Preferred

\_\_\_\_\_  
Campus Box #

\_\_\_\_\_  
Campus Phone #

\_\_\_\_\_  
Cell Phone #

\_\_\_\_\_  
Email

\_\_\_\_\_  
Residence Hall

\_\_\_\_\_  
Classification/Current Hours Enrolled

\_\_\_\_\_  
Major

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### Important Information

All applicants for the position of Residence Hall Desk Assistant must complete this application and return it to the Residence Life Office (Nelson 313). Incomplete applications will be discarded.

Students will be assessed and hired by the Resident Director, and an interview process may be required.

#### **You must qualify for Federal Work Study to apply for the Desk Assistant position.**

Hired applicants must complete the Student Worker Notification of Hire packet (available in the Residence Life Office or provided from Resident Director) and return it to the Office of Residence Life before the student can be scheduled to work.

General qualifications and duties are listed on the following pages. Questions concerning this application and the hiring process are welcomed.

For more information, contact the Residence Life Office at 601-925-7714.

**Be sure to read the qualifications and duties before returning this application to the Residence Life Office.**

## Academic and Employment Information

Current Academic Standing: GPA \_\_\_\_\_

Do you qualify for Federal Work-study?     Yes             No            Number of hours: \_\_\_\_\_

Have you ever been employed on campus at Mississippi College?     Yes             No \*

Are you currently employed elsewhere on campus?     Yes             No  
Department: \_\_\_\_\_    Number of hours: \_\_\_\_\_

Have you worked as a Desk Assistant at MC in the past?     Yes             No  
Supervisor's name: \_\_\_\_\_    Number of semesters: \_\_\_\_\_

Have you ever been terminated from employment in any department at MC?     Yes             No  
(Answering "yes" to this question may not necessarily disqualify you from this application process.)  
Department: \_\_\_\_\_    Supervisor's name: \_\_\_\_\_  
Reason: \_\_\_\_\_

Name one Mississippi College faculty or staff member as a character reference:  
Name: \_\_\_\_\_    Campus Phone #: \_\_\_\_\_

*\* Please note: If you are hired and this is your first time to have a job on campus, you MUST provide us with a copy of your Social Security Card, Driver's License, and a voided check from the bank account where you would like your check Direct Deposited BEFORE you can work.*

## Scheduling

\* Please mark each box with an X when you are NOT AVAILABLE.

	Sun	Mo n	Tue	Thurs	Fri	Sat
6 pm — 9 pm						
9 pm — 12 am						

Lobby Hours are from 6 pm to 12 am, six days a week (not open on Wednesday). We have two shifts a night from 6pm to 9pm and from 9pm to 12am.

If you are hired, you will not be scheduled during class time. The Residence Life Staff reserves the right, however, to schedule you for work at any other time you list as "available". Good-faith attempts will be made to work with every Desk Assistant to cover all hours and respect all schedules balancing weekday and weekend hours for each Desk Assistant. **Flexible schedules are a consideration in both the hiring process and in the distribution of hours.** Desk Assistants are limited to the hours that are allotted per week with Federal Workstudy.

If you are hired and have 6 or more shifts which you are listed as "unavailable" to work, you will only be scheduled for a maximum of two regular shifts per week.

I understand the scheduling policies and agree to work when I am listed as "available".

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

## **Job Description**

The purpose of Desk Assistants at Mississippi College is to maintain a peaceful and productive environment where students feel comfortable to study and socialize in common areas. In order to do this, a Desk Assistant should be a person of responsibility and integrity, willing to work with others, and possesses an attitude reflective of the mission of Mississippi College. The primary purpose of a Desk Assistant is to watch the lobby.

The Desk Assistant position is a job with a lot of flexibility. Studying is permissible while on the job. Dates or planned group activities are not allowed. A Desk Assistant should not allow friends to congregate in front of the lobby desk. Desk Assistants must remain behind the desk for the duration of their shift. A Desk Assistant is not to leave the lobby for any reason unless it is an emergency.

### **Work Schedule:**

- Approximately 9 hours per week
- Some weekends required

### **Key Duties and Skills:**

- Assess inventory of lobby furniture
- Place lobby furniture in correct place
- Report lobby maintenance or suspected misconduct to the RA on duty
- Greet all visitors in a pleasant and hospitable manner
- Be accessible and available to students
- BE ON TIME for every shift as scheduled by the Resident Director
- Answer the lobby phone
- Periodically walk the lobby and check for appropriate behavior and volume levels, etc.
- Confront violators of posted lobby rules
- Check in visiting students of the opposite sex

**Hourly rate of pay:** Minimum Wage