



SAN DIEGO STATE
UNIVERSITY

OFFICE OF HOUSING ADMINISTRATION
HOUSING CONFERENCE SERVICES
STUDENT STAFF APPLICATION

Personal Information

Name: _____ Preferred Name: _____

Current Address: _____
_____ Current Phone: _____

Permanent Address: _____
_____ Permanent Phone: _____

E-mail Address: _____

GPA Last Semester: _____ Total GPA: _____

Will you be enrolled at least part-time at SDSU in Fall 2017? Yes No

Do you plan on taking a summer school class at SDSU or other school during Summer 2017? Yes No

Do you have valid California Driver's License? Yes No

What is your polo size? XS S M L XL 2XL

Do you have the proper authorization to work on campus? _____

Person to be notified in case of an emergency:

Name: _____ Relationship: _____

Address: _____ Phone: _____

Positions Available

Please place number according to preference next to the position(s) for which you would like to be considered (see Position Descriptions for more details).

_____ Facilities Coordinator

_____ Operations Coordinator

_____ Conference Assistant

_____ Summer Staff Liaison

_____ Desk Assistant

_____ Night Desk Assistant

_____ Logistics Desk Assistant

Briefly explain why you feel you should be considered for the position(s): (Please attach another piece of paper if needed)

Miscellaneous Information

Have you lived in a residence hall? If so, which hall and when?: _____

Have you ever applied to this office before? _____ Month/Year: _____

Have you accepted or do you plan on accepting any of the positions listed below:

2017 -18 Academic-Year Resident Advisor position	YES	NO
2017 -18 Academic-Year Residence Hall Coordinator Assistant Position	YES	NO
2017 -18 SDSU Ambassadors Program	YES	NO

Are you available to work:

Full Time (at least 30 hours per week)	YES	NO
Part Time (at least 15 hours per week)	YES	NO

Are you available to work the entire summer, as indicated on the job description? YES NO

If no, please list dates you are not available with explanation:

Which of the following work methods do you prefer (please check all that apply):

_____ Group Work _____ Independent Work _____ Assigned Duties

Summer Plans

Are you interested in living on campus this summer? Why? Housing available May 22 through August 11.

Do you have any other plans for this summer? Please check all that apply and specify:

_____ Jobs/Internships: _____

_____ Vacations: _____

_____ Classes (at SDSU or otherwise): _____

_____ Other: _____

Skills

Please place a check next to any of the following skills that you possess.

Office Skills

- _____ Typing (wpm: _____)
- _____ Filing
- _____ Answering multi-line phone
- _____ Faxing
- _____ Copying

Computer Skills

- _____ Microsoft Word
- _____ Microsoft Excel
- _____ Adobe Illustrator
- _____ Adobe Photoshop

- _____ Adobe InDesign
- _____ Notifii
- _____ StarRez

Are you currently, or have you ever been certified in any of the following (please write the expiration date if applicable):

Adult CPR _____ Child/Infant CPR _____ First Aid _____

Foreign Language Skills: _____

Please list any other skills that you feel are applicable to the position for which you are applying:

Extracurricular Activities: Please list any on-campus and/or off-campus activities with which you have been involved:

Activity and Brief Description

Dates of Involvement

San Diego State University Work Experience If you have worked on campus before, please provide the following information. On-campus references (faculty/staff/residence hall coordinators/resident advisors, etc.). Include phone number(s).

Position 1

Position 2

Position 3

Department: _____

Position: _____

Approx. Dates: _____

Supervisor: _____

Extension: _____

Have you had experience working in the following areas (check as needed):

- _____ Residence Hall Front Desk
- _____ Customer Service
- _____ Driving SDSU Vehicles
- _____ Mail Forwarding
- _____ Facilities Set-up
- _____ Tours

Off-Campus Work Experience: Please list your employment history for the last two years. Begin with your most recent experience.

Employer: _____ Dates: _____

Address: _____

Job Title and Duties: _____

Supervisor: _____ Phone Number: _____

Employer: _____ Dates: _____

Address: _____

Job Title and Duties: _____

Supervisor: _____ Phone Number: _____

By signing above, I hereby grant San Diego State University Housing Conference Services permission to access my academic and disciplinary records for purposes of employment and to contact the references I have provided with regard to my previous work experience. I also understand that, if hired, I will be asked to supply originals of the necessary identification proving that I am authorized to work on campus prior to my first day of employment. I also certify that all statements I have made are true to the best of my knowledge and belief.

Signature: _____ Red ID #: _____ Date: _____

All applicants must submit their resume with this application.

*If you are applying for Senior Staff positions, (Conference Assistant, Facilities Coordinator, Operations Coordinator, Summer Staff Liaison) the recommendation from is required to be considered.

Thank you for applying! Your interest is appreciated.