

Application Review

Date: ____/____/____

RLSC: _____

To all Prospective Desk Assistants:

Application Date: _____

Applicant Name: _____

Contact Phone: _____

Contact Email: _____

Thank you for your interest in becoming a Desk Assistant!

Please complete the attached application and return it to the Thompson Hall Front Desk. Make sure that you indicate what hours you are available to work. A big part of the decision on who will be hired will depend on the availability of hours.

We also hire only those students living in Thompson Hall and you must have college work-study for employment. If you have a copy of your financial aid package which lists work –study please bring it to your interview. Also, please attach either a current copy of your resume or listing of your past employment and/or activities in high school.

Applications are due by **FIRST WEDNESDAY at 5:00PM** and Interviews will begin on **FIRST FRIDAY.**

All desk Assistants who are hired **MUST** attend a mandatory training session to be held at the Thompson Hall front desk during second week.

If you have any questions, please contact the Director of Residence Life Antonio Riggs at ariggs@kettering.edu or (810) 762-9537.

Thank you again for your interest in the Desk Assistant position.

