

To all prospective Desk Assistants:

Thank you for your interest in the Desk Assistant position! 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 a listing of your past employment and/or activities in high school.

Applications are due by **FIRST WEDNESDAY** at 5 p.m. Interviews begin on **FIRST MONDAY**. All desk assistants who are hired **MUST** attend a mandatory training session to be held at the Thompson Hall front desk during first week.

If you have any questions, please contact Trisha at (810) 762-9537. Thank you again for your interest.

Desk Assistant Application

Name _____

Thompson Hall Address _____

Thompson Hall Phone Number _____

Year in School: FR SO JR SR SR3

Do you have a College Work Study award? YES NO

Why would you like to be a Desk Assistant?

Please provide a current copy of your resume and your class schedule