

Housing and Residence Life Desk Assistant or Networks Office Application

For **Desk Assistants**, submit application(s) to the Residence Director(s) listed below of the hall(s) in which you are interested in working.

For **Computer Assistants**, submit application to the Housing and Residence Life Network Office in Herbert Hall.

Direct all questions about interviews to the Residence Director, or the Network Office, at the numbers listed below:

***First Consideration is Given to
Work Study Students!!!***

DESK ASSISTANTS

Halls Served
Hathorn (5-3438), Rice (5-6386)
Duggar (5-3025), Hamlin (5-3712), Hightower (5-3633), McKee (5-3160), Sessums (5-9371)
Critz (5-3129), Smith (5-3188), Evans (5-2242), Hull (5-2386), Suttle (5-6183)
Arbour Acres/UD (5-3628), Aiken Village (5-3908)

COMPUTER ASSISTANTS

Contact	Office	Phone #
Computer & Security Coordinator	Herbert Hall Housing Networks Office	5-2143 5-2979

Mississippi State University
Housing and Residence Life
Application for Desk or Computer Lab Assistant
(Please Type or Print)

Desired Semester _____

I. PERSONAL DATA

Position applying for:

Desk Assistant _____

Computer Lab Assistant _____

Name _____
(First) (Middle) (Last)

Social Security # _____ - _____ - _____ Date of Birth ____/____/____

Current Residence Hall & Room _____ Phone 5-_____

Campus Address: P.O. Box _____

Home Address _____ Home Phone(____) _____

(Street)

(City)

(State)

(Zip)

Please attach a copy of your class schedule, and a list of times of regular meetings that you attend.

Are you eligible for College Work Study? _____ Yes _____ No

If so, how many hours are you eligible for? _____

**Preference will be given to applicants eligible for College Work Study.*

II. EDUCATIONAL DATA

A. Classification: _____ Fr _____ So _____ Jr _____ Sr _____ Gr

Major: _____

Grade Point Average: Last Semester _____ Cumulative _____

MUST MAINTAIN CUMULATIVE AND SEMESTER 2.0 GPA

Expected Date of Graduation _____

Will you be leaving campus to co-op? _____ If yes, when? _____

Will you be student teaching? _____ If yes, when? _____

B. Residence hall living experience:

HALL

DATE

RA

III. WORK EXPERIENCE

A. Are you currently employed? ____Yes ____No

If yes, where? _____

If selected, will you be willing to terminate any other position you may hold? _____

B. Starting with your present employment, and working backwards, list each place of employment, including dates, which you have had. Use the back of this page if needed.

From	To			
Mo ____ Yr ____	Mo ____ Yr ____	_____	_____	_____
Company Name				

Street Address _____ City, State _____ Zip _____

Supervisor _____ Type of work performed _____

Reason for leaving _____

C. Work and/or educational experiences you have that can contribute to the Desk or Computer Lab Assistant positions:

IV. PERSONAL BACKGROUND

A. Do you have a discipline record with the Department of Housing and Residence Life or the Dean of Students Office?

____Yes ____No If yes, please briefly describe the incident.

B. Have you ever been arrested for a felony? ____Yes ____No

If yes, please list the activities and the associated dates.

V. EXTRACURRICULAR ACTIVITES

A. Extracurricular activities (hall association, fraternity, sorority, etc.) in which you have participated:

Activity	Position Held	Dates
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B. Extracurricular activities in which you will be participating during the period of employment:

The information on this application is correct, to the best of my knowledge. I fully understand that providing false information, failure to respond truthfully to any of the above items, or failure to make full disclosure of pertinent information may result in disqualification for appointment or the termination of employment if hired.

Signature

Date

Desk Assistants will be required to sign an *Authorization For Release of Information* before employment.

