



# HOUSING AND RESIDENCE LIFE

GEORGIA COLLEGE & STATE UNIVERSITY

## Central Campus Office Assistant Supplemental Questions

Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

What is your major? \_\_\_\_\_

Classification: Fr  So  Jr  Sr  Grad

Anticipated graduation Date: \_\_\_\_\_

Current Georgia College GPA: \_\_\_\_\_

Cumulative college GPA: \_\_\_\_\_

Have you lived on campus at Georgia College?

Yes  No  How many semesters? \_\_\_\_\_

Are you able to meet the office & field requirements listed in the job description?

(job description available at [www.gcsu.edu/housing/staff-positions](http://www.gcsu.edu/housing/staff-positions))

Yes  No

If no, please explain: \_\_\_\_\_

Will you be available on occasional evenings and weekends for hall programs and tour dates?

Yes  No

In the Fall semester, you must return to campus a week before classes begin to attend staff training and assist on move-in days. Will you be able to attend all training sessions and move-in dates?

Yes  No

If no, please explain: \_\_\_\_\_

Please list any hall responsibilities you held (Community Advisor, Community Representative, etc.).

What extra-curricular activities, clubs and organizations are you involved with?

Tell us about any experience you have working in customer service?

Tell us about any experience you have working in an office setting?

Do you have experience using Microsoft Office?

Yes  No

Do you have experience using a professional, club or organization social media account?

Yes  No

Do you have experience with any other software or programs that may be of use to University Housing?

Yes  No

If yes, please explain: \_\_\_\_\_

Why should we choose you for this position?