



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)

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?