

Dear Desk Manager Applicant:

Thank you for your interest in being an ACU Desk Manager. The Desk Manager position offers you an excellent opportunity to assist Residence Life Education and Housing with the customer service in our residence halls. The job requires accountability and professional work ethic as well as a high level of leadership skill.

Please read the following pages and complete the entire application process by:

1. Submitting the application form to the Residence Life Coordinator in the office of Residence Life Education and Housing.
2. Securing two confidential reference forms from:
 - 1) An ACU professor, administrator, or professional staff and
 - 2) One other source that is a credible character reference

After reviewing your application, the Director for whom you wish to work may contact you to schedule an interview.

Thank you for your desire to work for Residence Life Education and Housing!

Sincerely,

Residence Life Staff

Residence Life Desk Manager Application

Name: _____ Date: _____

Home Phone #: _____ Cell Phone #: _____

Banner ID: _____

Classification: _____ Major: _____

Expected Graduation Date: _____ Email Address: _____

Abilene Box or Local Address: _____

Number class hours to be taken the semester you are seeking employment: _____

Cumulative GPA: _____ Last Semester GPA: _____

List your class schedule for the semester in which you desire employment:

List other activities that you have been involved with that were people-oriented:

Have you ever lived in ACU residence halls? If so, when, where, how long, and who was your Residence Director (not your Resident Assistant)?

For which residence hall(s) are you applying?

How many hours would you like to work? _____

Are you in the College Work Study program? _____

Signature of Applicant

Date

Residence Life Desk Manager Application

No person shall be denied employment on the basis of any legally prohibited discrimination involving, but not limited to, such factors as race, color, national or ethical origin, sex, age or disability.

Circle the first choice of hours that you would like to work. Then circle the hours that you would accept. If you do not list a variety of times you may not receive enough hours. No hours are guaranteed. **Realize that as you are seeking employment everyone usually wants the same prime hours. With so much competition for so few slots not everyone will get the prime hours.** Please be flexible and understanding. Seniority and RA experience do calculate into the assignment of hours.

First choice:

Monday	1am-5am	5am-9am	9am-1pm	1pm-5pm	5pm-9pm	9pm-1am
Tuesday	1am-5am	5am-9am	9am-1pm	1pm-5pm	5pm-9pm	9pm-1am
Wednesday	1am-5am	5am-9am	9am-1pm	1pm-5pm	5pm-9pm	9pm-1am
Thursday	1am-5am	5am-9am	9am-1pm	1pm-5pm	5pm-9pm	9pm-1am
Friday	1am-5am	5am-9am	9am-1pm	1pm-5pm	5pm-9pm	9pm-1am
Saturday	1am-5am	5am-9am	9am-1pm	1pm-5pm	5pm-9pm	9pm-1am
Sunday	1am-5am	5am-9am	9am-1pm	1pm-5pm	5pm-9pm	9pm-1am

Will Accept:

Monday	1am-5am	5am-9am	9am-1pm	1pm-5pm	5pm-9pm	9pm-1am
Tuesday	1am-5am	5am-9am	9am-1pm	1pm-5pm	5pm-9pm	9pm-1am
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Sunday	1am-5am	5am-9am	9am-1pm	1pm-5pm	5pm-9pm	9pm-1am

I have read and understand the above information. I also agree that the information written on this page is true and correct to the best of my knowledge.

Signature of Applicant

Date

Abilene Christian University
Reference Form for Residence Hall Desk Manager Candidate

Name: _____
(Last) (First) (Middle)

As a Desk Manager, this candidate will constantly interact with students, staff, and visitors to ACU. The candidate will be responsible for monitoring residence hall lobby behavior while attending to various administrative functions. The Desk Manager is often the first representative of a residence hall that visitors meet and many times is the first to witness questionable behavior.

Please rate the applicant on a scale of 0 to 5 in each of the categories listed below as indicated:

0- Inadequate **1**- Poor **2**- Needs improvement **3**- Average **4**- Good **5**- Superior

How long have you known the student and in what capacity?

Note: This recommendation is in relation to prospective or continuous employment. It is not an educational record. Therefore, it can and will be kept confidential.

Initiative:

Comment on the motivation of the applicant in approaching new situations and his or her ability to carry the work through to completion.

0 **1** **2** **3** **4** **5** No basis for judgment

Personality:

Comment on the applicant's personality traits such as friendliness, honesty, tact patience, and sense of humor.

0 **1** **2** **3** **4** **5** No basis for judgment

Maturity:

Comment on the applicant's maturity level and his or her ability to deal with confidential material in interpersonal situations.

0 **1** **2** **3** **4** **5** No basis for judgment

Professionalism:

Comment on the applicant's professionalism with regard to dress behavior, speech, etc.

0 **1** **2** **3** **4** **5** No basis for judgment

Cooperativeness:

Comment on the applicant's ability to work well with others

0 **1** **2** **3** **4** **5** No basis for judgment

Supplemental Comments: Based on your knowledge of the candidate coupled with the type of position for which he or she is applying, please describe how you feel this person will function in this position.

Comments on personal characteristics or special skills of the applicant would be appreciated. (You may attach an additional sheet if necessary.)

Name of Reference _____ Date _____

Position (Title): _____ Phone Number _____

Signature of Reference _____

Address:

Please return to the applicant in a sealed envelope.

Abilene Christian University
Reference Form for Residence Hall Desk Manager Candidate

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(Last) (First) (Middle)

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