



Term(s)Applying:	FALL _____ (YR)
	SPRING _____ (YR)

## Housing & Residence Life Desk Assistant Application

Please Print

**PERSONAL INFORMATION**

Full Name \_\_\_\_\_  
First
Middle
Last
Name Called

DSU ID # \_\_\_\_\_ Date of Birth \_\_\_\_\_

Current Hall/Apt. \_\_\_\_\_ Room/Apt # \_\_\_\_\_ Cell Phone # ( \_\_\_\_\_ ) \_\_\_\_\_

Okramail Address \_\_\_\_\_ @okramail.deltastate.edu

DSU Classification (Circle one):      Freshman      Sophomore      Junior      Senior      Graduate

Cum GPA \_\_\_\_\_ Major \_\_\_\_\_

Are you eligible for work study? (Circle one)      YES      NO      If unknown, contact [finaid@deltastate.edu](mailto:finaid@deltastate.edu).

Have you worked for Housing before? (Circle one)      YES      NO      If so, what role? \_\_\_\_\_

Do you currently have or plan to have another job while working as a Desk Assistant? (If yes, please explain.)

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What organizations and/or activities are you involved in? (Please list.)

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Which Residence Hall would you prefer to work?  
 (Circle all that apply)      Blansett      Cain-Tatum/Fugler-Hammett      Foundation  
Brumby-Castle      Lawler-Harkins

Desk Assistant responsibilities include, but are not limited to the following: ensuring security for the residence hall lobby area, monitoring lobby traffic, documenting residents room visitation information.  
 Additional desk assistants responsibilities are listed on the next page. These responsibilities are general and will be amended by the Residence Hall Director.

If you have read and understood all of the Desk Assistant responsibilities and agree to abide by them please sign and date below.

\_\_\_\_\_  
 SIGNATURE

\_\_\_\_\_  
 DATE

## Desk Assistant Responsibilities

1. You must be on time and prepared for the shift you are scheduled to work.
2. Your job is security first.
3. You must be willing and able to work weekends, late nights and early afternoons or evenings to be hired and employed for this position.
4. Maintain orderly conduct in the lobby. Should behavior go beyond your ability to handle the situation, call the RA on Duty, the Assistant Hall Director (AHD) or the Residence Hall Director (HD). Notify the HD when you cannot find the RA on Duty! Notify the HD, AHD or RA immediately if you observe any irregular conduct or activity.
5. Your friends should visit you some time other than work hours. No visitors or guests should be at the desk with you while you are on shift.
6. Do not allow students or guests to stand around or behind the desk. This hinders your line of sight to maintain order in the lobby, it hinders a visitor from seeing you and you them.
7. Do not leave the desk for any reason unless the RA, AHD or HD substitutes for you briefly.
8. No one should substitute for you at the desk other than an Resident Assistant (RA), AHD or HD or another DA pre-approved by the HD. If something arises beyond your control and you are unable to come to work, notify the AHD and HD as soon as possible.
9. For room visitation, both the visitor and the resident must produce a picture I.D. DSU students must use their DSU I.D., others use driver's license. Exceptions would have to be approved by the HD, AHD or RA on Duty. (HD, AHD or RA will document the approval on the visitation sheet.)
10. Dress appropriately for the DA position. This is a real job – appearance is important.
11. Avoid eating meals at the desk: a drink and snack are allowable.
12. Be sure to sign the visitation sheet each time you come to work.
13. You must sign the monthly time sheet your HD or AHD will have for you. **YOU CANNOT BE PAID WITHOUT SIGNING THE TIME SHEET.** You are paid only for the time you work. This time sheet will be available for your review and signing beginning the 25th of each month. You share responsibility for meeting with your HD/AHD to review and sign this document. If it is unsigned, any hours to be paid will roll over to the next month's time sheet and pay check.
14. You are to attend ALL MEETINGS called by your HD or AHD.
15. You may NOT accept packages of any kind for students in your hall, call for an RA, AHD or the HD. Do not allow students to leave anything at the desk for another student to pick-up.
16. Never accept a room key or check-out sheet from any student. They are to give those to RAs, AHDs or the HD only.
17. **YOU MUST BE FAMILIAR WITH AND ABLE TO ENFORCE ALL VISITATION POLICIES FROM THE DESK'S PERSPECTIVE.**
18. Headphones may be used when on duty, but must have one ear open (without an ear piece in). If the HD/AHD or RA on Duty believe this to be a problem, this privilege will be revoked.
19. You must acknowledge people (residents, guests, etc.) who enter/exit the main entrances.
20. You must comply with all rules and regulations as a student. If found in violation, your position as a desk assistant will be subject to termination.
21. In the fall semester, visitation will not begin before Labor Day at 3 p.m. In the spring semester, visitation will not begin before Martin Luther King Day at 3 p.m.
22. Visitation is closed during holidays and interims. For each holiday/interim, visitation will end at the close of the evening on the night before the holiday/interim begins. Visitation will resume on Monday at 3 p.m. after each holiday/interim ends. These procedures will stand unless otherwise posted or if you are otherwise notified by your supervising HD/AHD.