Event Assistant Position
With Residential Life and Housing

You will need to fill out this application online! Please click [here](#) to submit an application.

The application does not require you to submit a résumé. However, you do have the option to if you think it will assist your application. **We do recommend submitting one if you can,** especially if you have previously been employed, held any leadership positions, or been involved with organizations where you frequently volunteered or helped with events in some capacity.

The online application will not save until you have fully submitted it. You cannot exit and come back to it. Therefore we recommend answering the questions below in a separate document and copy/pasting your responses into the online application when you are ready to submit.

**Basic Information Collected:**

- Full Name
- Student Number
- Current Cumulative GPA
- Email Address
- Preferred Address - can be house address or campus address
- Primary (Cell) Phone Number
- Campus Phone Number (if applicable)
- Citizenship? (Yes/No)
- Felony Record? (Yes/No)
- Current Student Status (freshman, sophomore, junior, senior, grad, Other)
- Major
- If you are enrolled at UMSL currently (Yes/No)
- If you are enrolled for the 2019-2020 academic year (Yes/No)
- Semester and year you started attending UMSL
- Anticipated Graduation date (semester and year)

**Short Answer Essay Questions:**

Please try to keep each answer to 50-100 words or less.

1. Please explain why you are interested in the position and what skills you have that might make you a good fit for the role.
2. In your opinion, what is customer service and how can customer service positively or negatively impact the department, or even the University?
3. Give an example of a time when you had to solve a problem without much or any assistance from a peer or supervisor. What was the situation? What resources did you have and how did you use them? Keep in mind, resources can be anything – instruction binders, past experience, personal knowledge, objects, people, time, etc.
Final Questions:

We want to make sure you get the most out of this position. Please answer honestly as these questions relate to scheduling availability.

It is also completely okay if your answers to any of these questions change after you submit an application. These will be multiple choice or short answer.

- What months out of the year can you work as an Event Assistant? (multiple choice)
- Where will you be living during the academic year? (multiple choice)
- Where will you be living during the 2019 summer months? (multiple choice)
- Do you currently have any other on-campus jobs? (yes/no)
- If you plan on having other on-campus jobs for the 2019-2020 academic year. If possible, please include how many hours per week you expect to work at each of them (estimates are fine)
- Which of the following best describes your anticipated availability? - Thursday evenings, Friday evenings, Saturdays, and Sundays (multiple choice)
- How comfortable are you working alone? (multiple choice)

Will you be submitting a résumé? If yes please upload it as part of the online application process. If you are unable to upload it for some reason, email it to umslconf@umsl.edu. In the Subject Line and/or body of the email, please state your name and that the résumé attached is to go with your application for the Event Assistant Position.