

Southwest Minnesota State University

Residence Life $\underline{Office\ Assistant}\ Application$

Office Assistant Requirements

- Cumulative GPA of 2.0
- Ability to work full time during summer
- Skilled at using Microsoft Word and Excel
- Submit a typed resume attached to your application
- Background check will be required
- Ability to type a minimum of 40 words per minute

Name:		Mustang ID #:				
Current Classification:	Freshman	Sophomore	Junior	Senior	Other:	
Permanent Address:						
	Street		City	State	Zip	
Anticipated Graduation	Date:			Cumulative GPA:		
Major(s):	ior(s):			Minor(s):		
Cell Phone Number:			Do you h	ave work stu	ıdy? □ Yes	□ No
E-Mail Address:						
Previous Employme Company: Responsibilities:						
Responsibilities: Dates of Employment:						
Company:			J	ob Title:		
Responsibilities:						
Dates of Employment:						
Company:			Jo	ob Title:		
Responsibilities:						
Dates of Employment:						



Residence Life Naoutha Hall reslife@smsu.edu 507-537-6136

References – Please provide us with three

Name:		Phone Number:	
	Place of Employment and Position:		
Name:		Phone Number:	
	Place of Employment and Position:		
Name:		Phone Number:	
	Place of Employment and Position:		
		owing questions, if more space is needed nswers on an attached sheet.	
1. Ch	oose four words that best describe your pers	onality and why?	
2. De	scribe one of the most stressful situations yo	u have had in the past, and how did you deal with	the situation?
	scribe some of the experiences and accompl sition.	ishments you have had in the past that may qualit	y you for this
4. Is t	there anything else you would like us to know	about yourself?	
I certify t	that my answers are true and complete to the	e best of my knowledge.	
	pplication leads to employment, I understand w may result in my release.	that false or misleading information in my applica	tion or
Signati	ure:	Date:	

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