



**APPLICATION FOR EMPLOYMENT**  
**Office of Residential Life & Housing**  
**Division of Student Affairs**

Date of Application:		Position: Front Office/Security Assistant	
Applicant Name:		Classification:	
Address:			
City	State	Zip:	NSU ID:
Home #:	Cell #:	Email:	

<b>EMPLOYMENT</b>		Please give accurate, complete (full-time and part-time) employment record for the last three years. Start with your present or most recent employer.	
<b>1</b>	Company Name:		Phone:
	Address:		Employed From: _____ to _____
	Name of Supervisor		Pay:
	Job Title:		Reason for Leaving:
	Job Duties		
<b>2</b>	Company Name:		Phone:
	Address:		Employed From: _____ to _____
	Name of Supervisor		Pay:
	Job Title:		Reason for Leaving:
	Job Duties		
<b>3</b>	Company Name:		Phone:
	Address:		Employed From: _____ to _____
	Name of Supervisor		Pay:
	Job Title:		Reason for Leaving:
	Job Duties		

We may contact the employers listed above unless you indicate those you do not want us to contact.  
DO NOT CONTACT: Employer Name: \_\_\_\_\_ Reason: \_\_\_\_\_

Summarize additional job-related skills and qualifications from employment or other experience.





<b>References</b>	<b>1</b>	Name:	
		Address:	
		Phone:	
	<b>2</b>	Name:	
		Address:	
		Phone:	
	<b>3</b>	Name:	
		Address:	
		Phone:	

**Please read and acknowledge the following information:**

Have you ever been involved in a judicial at Nova Southeastern University? Yes \_\_\_\_\_ No \_\_\_\_\_  
 If yes, please provide the date of the judicial.

\_\_\_\_\_

By signing below, I certify that the information contained in this application is correct to the best of my knowledge and understand that any falsification, misrepresentation or omission on this application is grounds for refusal to hire, or if hired, dismissal. I understand also that I am required to abide by all rules and regulations of Nova Southeastern University.

\_\_\_\_\_  
 Print Name

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

*The Office of Residential Life & Housing at Nova Southeastern University does not discriminate based on race, color, sex, age, non-disqualifying disability, religion or creed, national or ethnic origin, or sexual orientation.*

<b>PLEASE SUBMIT THE FOLLOWING TO THE OFFICE OF RESIDENTIAL LIFE &amp; HOUSING</b>
<b>1. Application for Employment</b> <b>2. Resume</b> <b>3. Cover Letter</b>
<b>OFFICE USE ONLY</b>

**Position Title:** Front Desk Assistant  
**Department:** Residential Life and Housing  
**Division:** Student Affairs  
**Reports To:** Assistant to the Directors of Residential Life and Housing

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**Primary Purpose:**

Provide customer service support in the general operations of office procedures and functions. In addition, create an environment that is welcoming and inviting to all residential students, staff, and the NSU community.

**Job Description:**

- Must work a minimum of 4 hours per day; and maximum of 8 hours per day.
- Provide quality customer service and maintain a professional environment within the office.
- Update building publicity on a daily basis.
- Maintain a clean and organized front desk.
- Answer and respond to inquiries via phone, email, and in person.
- Assist in the general operation and communication of office procedures and functions.
- Offer assistance to residents and general NSU community on all Residential Life and University matters in an inviting and helpful manner.
- Familiarity with all residential life and housing policies in order to effectively enforce them.
- Correspond with other NSU Departments as required to assist residents or staff members.
- Able to work nights and weekends and assist in the Residential Life and Housing operations
- Input work orders, incident reports, locksmith requests, and Mac Gray work orders when problems or issues occur.
- Proficiency in various Microsoft Office programs (Excel, Word, PowerPoint, and Publisher).
- Periodically visit other campus offices to deliver or pick up items
- Able to assist in specific office projects as assigned by the Area Coordinator and Assistant Area Coordinator
- Ability to orally communicate effectively with others, with or without the use of an interpreter.
- Ability to work cooperatively with colleagues and supervisory staffs at all levels.
- May be exposed to short, intermittent, and/ or prolonged periods of sitting and/ or standing in performance of job duties.
- May be required to commute to other campus offices, conference rooms, and on occasion, to off-campus sites to attend meetings, conferences, workshops, seminars etc.
- Able to lift 30 – 50 lbs without assistance.
- Follow proper procedures when an incident occurs; as well as accessing the necessary emergency information in a confidential manner.
- Other duties as assigned.

**Position Title:** Front Desk Supervisor  
**Department:** Residential Life and Housing  
**Division:** Student Affairs  
**Reports To:** Assistant Area Coordinator

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**Primary Purpose:**

Assist in training, scheduling, and supervising 20 – 30 front desk assistants. Serve as primary customer service representative for the Residential Life and Housing staff. In addition, assist the Assistant Area Coordinator with all duties associated with front desk management.

**Job Description:**

- Assist in the general operations of office procedures and functions.
- Offer assistance to residents and general NSU community
- Familiarity with all residential life and housing policies in order to effectively enforce them.
- Work with resident advisors, clubs and organizations in scheduling rooms in the commons utilizing Ad-Astra database.
- Print out and e-mail daily schedules of classroom availability in respective hall.
- Assist with scheduling and facilitating front desk staff meetings
- Answer and respond to inquiries via phone, in person, e-mail and by mail.
- Proficient in various Microsoft Office programs (Excel, Word, PowerPoint, and Publisher).
- Flexibility to work nights and weekends, in order to supervise staff and assist in the Residential Hall operations.
- Able to effectively communicate information pertaining to all office functions and present this information during orientation, tours, and other scheduled presentations.
- Ability to orally communicate effectively with others, with or without the use of an interpreter.
- Ability to work cooperatively with colleagues and supervisory staffs at all levels.
- May be exposed to short, intermittent, and /or prolonged periods of sitting and/or standing in performance of job duties.
- Perform inventory and replacement of front office supplies.
- May be required to commute to other campus offices, conference rooms, and on occasion, to off-campus sites to attend meetings, workshops, and seminars, etc.
- Able to lift 30 – 50 lbs without assistance.
- Follow proper procedures when an incident occurs; as well as accessing the necessary emergency information in a confidential manner.
- Other duties as assigned.