Dear Desk Assistant Applicant:

The Office of Residence Life (ORL) is pleased to announce the availability of the application for the 2019-2020 Academic Year. This packet will provide applicants with a comprehensive review of the selection process from start to finish.

In addition to assisting the selection committee with determining who should be hired, this process will also help applicants assess their strengths and areas of improvement. Applicants can use this process to "paint" the best picture possible of who they are and how they interact with others one-on-one and in group settings.

This packet contains:

- This cover sheet which provides instructions for completing the application packet
- One (1) Application
- The eight (8) criteria the committee will use to assess each application packet - (for the applicant to keep)
- One (1) Application Checklist - (for the applicant to keep)
- Three (3) Reference Forms
- The Desk Assistant Job Description - (for the applicant to keep)
- The ORL Staff Conditions for Employment - (for the applicant to keep)
- Tips for Success (for the applicant to keep)
- The timeline for the ORL Desk Assistant Staff Selection Process - (for the applicant to keep)

**TO BE ELIGIBLE TO APPLY FOR AN ORL POSITION, APPLICANTS MUST:**

- Possess a minimum 2.5 term and cumulative grade point average (GPA)
- Be enrolled as a full-time student at Bowie State University (BSU) for the **2019-2020 Academic Year**
- Have lived on campus at BSU for at least one (1) full semester by the anticipated start date
- Not have been involved in any conduct matter within the past twelve months
- Have no outstanding financial obligations to the university

**PROCESS DETAILS**

In order for the application packet to be considered complete, applicants must print, complete, and submit the materials listed below to ORL by **Friday, March 1, 2019 to ORL by 3 pm:**

- One completed **ORL Staff Selection Application**
- One **Unofficial BSU Transcript** (can be downloaded from the applicant’s Bulldog account)
- One 5” x 7” **Colored Headshot** with the applicant’s name printed on the back
- Three completed **Reference Forms**

**THE APPLICATION**

Applicants are expected to proof read their applications to ensure that their writing is legible and that there is no spelling, grammatical, or punctuation errors. **Applicants must not submit materials unrelated to the application packet** such as resumes, folders, or covers.
REFERENCE FORMS
Listed below are people applicants can distribute the three reference forms to:

a. Their current Spring 2019 RA – this is a mandatory requirement for current residents!(non-residents, provide reference from most recent RA)
b. A Bowie State University administrator, faculty or staff member (Resident Directors (RD) and Central Office staff are prohibited from submitting references) and;
c. Another current or former BSU RA, DA, CLA; a former BSU RD or; a Residence Life employee from another college or university.
d. Applicants can also submit a reference form written by any professional staff member who has a clear understanding of what the DA position at Bowie State entails.
e. Applicants who do not currently live on campus must include a reference form from a current/former RA.

Applicants must share the eight (8) criteria with reference writers who may be unfamiliar with the traits and characteristics Bowie State University ORL staff must possess. Applicants MUST print each reference form before distributing it to potential reference writers. Do not give a reference to anyone who is unwilling to write comments in ALL sections of the form.

ORL will not accept the application packet if: a) the appropriate box on ALL reference forms is not checked indicating whether or not the applicant waives their right to read it prior to its submission; b) comments are not written for each section; c) a final overall rating is not provided or; d) the reference writer’s name is not clearly printed and signature provided on the specified line(s).

Applicants will not be permitted to participate in the ORL Mid-Year Selection Process if they do not follow the instructions as outlined in this packet and submit it, in its entirety, by Friday, March 1, 2019 to ORL by 3 pm.

Sincerely,

The ORL Staff Selection Committee
Office of Residence Life
Bowie State University
EIGHT CRITERIA FOR OFFICE OF RESIDENCE LIFE STAFF SELECTION

The following criteria represent the requirements applicants will be assessed since it is believed that demonstrated skills in these areas will enhance both the applicant’s adaption to the job, as well as, the staff’s ability to effectively orient and train ORL staff to meet the various needs of residents. The selection committee’s task will be to use the criteria listed below to assess each applicant’s ability to be successful in the position based on information contained in their application packet, comments made, and behaviors demonstrated during their 2-on-1 interview and Group Assessment.

1. Is accepting of people with different skin color, lifestyles, political viewpoints, religious background, cultures or ethnicities. The applicant is …
   - Open-minded
   - Non-judgmental
   - Open to and accepting of diversity
   - Able to relate to people different from themselves
   - Attends to all group members with equal regard

2. Possesses effective communication skills. The applicant …
   - Is assertive not aggressive
   - Listens to all group members
   - Has positive regard for all group members
   - Provides congruent verbal and non-verbal cues
   - Can clearly and concisely articulate ideas
   - Can stayed on topic
   - Asks for clarification when needed

3. Demonstrated leadership potential. The applicant …
   - Leads without dominating
   - Keeps groups on task
   - Is perceived by others as a positive role model
   - Is inclusive of quiet group members
   - Is open to differing points of view
   - Considers most aspects of issues
   - Initiates conversation
   - Knows how to balance social and work life
   - Knows how to delegate
   - Makes and maintains professional relationships
   - Uses full names of organizations before reverting to acronyms

4. Has a good perception of the job. The applicant …
   - Is knowledgeable of the various tasks RAs must complete
   - Has a realistic view of the position
   - Is aware of time commitment
   - Demonstrates a willingness to follow up on resident concerns and issues
   - Demonstrates their commitment to tasks
   - Can discuss how and when learning can occur in the residence halls
   - Recognizes the necessity for the administrative components of the job
   - Can articulate residence life policies and procedures and is willing to confront inappropriate behavior

5. Has demonstrated their maturity and a sense of responsibility. The applicant …
   - Is able to adapt or quickly recover from challenges
   - Has a positive self-image
   - Demonstrates a willingness to compromise
   - Is able to articulate strengths and weaknesses
   - Possesses the ability to complete tasks
6. **Approachable.** The applicant …
   - Smiles
   - Maintains open and confident body language, i.e. head up, shoulders back, maintains eye contact; hands at side or relaxed in their lap or table top; does not slouch
   - Maintains friendly facial expressions
   - Is empathic

7. **Has experience with planning educational programs and social activities.** The applicant …
   - Is organized in thoughts and presentation
   - Has creative, realistic and economical programming ideas
   - Is comfortable working alone or with others
   - Has ideas for how they would assess the needs of residents
   - Has an understanding of why the Office of Residence Life conducts 85% of their programs in the residence hall as oppose to the Student Center

8. **Has an awareness of campus resources at Bowie State University.** The applicant …
   - Knows the location of various resources
   - Is aware of campus issues
   - Has used campus resources
   - Knows the difference between Student Government Association and Residence Hall Association
   - Knows the role that RHA v. Hall Council
2019-2020 ACADEMIC YEAR  
NEW DESK ASSISTANT  
APPLICATION CHECKLIST

Applicants must submit the following:

☐ Completed application

☐ Minimum three (3) completed and signed reference forms
   At least one reference must be from a Bowie State University Employee (faculty or staff) or a former Resident Assistant. It is preferred that at least one reference come from a previous employer, or volunteer supervisor (internship, community service organization, etc.). Personal references should come from mentors, previous advisors, teachers or coaches. The committee will not consider reference forms from people who are friends or relatives unless the applicant worked for and was paid for their work.

☐ Submit a 5” x 7” colored “head shot” of the applicant (photo may not be taken more than 1 week prior to the application deadline)

☐ An Unofficial Transcript (must be printed within 7 days prior to the application deadline)

☐ A list of eight (8) 1-hour time-blocks the applicant will be available for an interview

☐ Submit a completed application packet by Friday, March 1, 2019 to ORL by 3 pm

Should you be hired and accept the position, along with the acceptance letter, applicants must submit a copy of their Enrollment Verification Form to verify that they are registered for classes FULL TIME at Bowie State University for 2019-2020 Academic Year by Thursday, May 2, 2019 by 3:00 pm
This Page is intentionally left blank for double sided printing purposes
OFFICE OF RESIDENCE LIFE 2019-2020 ACADEMIC YEAR
DESK ASSISTANT STAFF APPLICATION

PLEASE PRINT CLEARLY & CHECK APPROPRIATE BOXES

NAME: ___________________________________________  ______________________________________  ________
   LAST  FIRST  MI

BUILDING NAME & ROOM/APT. #: ________________________________________________________________

PERMANENT ADDRESS: ______________________________________________________________________
   ________________________________________________________________________________________

BSU EMAIL ADDRESS: ________________________________________________________________________

ALTERNATE EMAIL ADDRESS: __________________________________________________________________

CELL #: ___________________________  PERMANENT PHONE #: _________________________________

STUDENT ID #: ____________________  CLASS LEVEL: __________________________

GENDER: Male ☐  Female ☐  I do not wish to disclose ☐

II. UNIVERSITY HISTORY

<table>
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<tr>
<th>List hall(s) you have lived in at BSU</th>
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PLEASE CHECK APPROPRIATE BOXES:
Were you involved in any student conduct/judicial incidents or documented for any Health and Safety Inspection violations (either in your room or any public area) since coming to Bowie State?  Yes ☐  No ☐

If yes, what year did the incident or health and safety inspection violation occur and what did you learn from the experience?

_____________________________________________________________________________________________________

_____________________________________________________________________________________________________

_____________________________________________________________________________________________________
NOTE: Individuals who have had prior student conduct/judicial involvement or was documented for any major room inspection violations within the past 12 months (since February 20, 2018) will be considered ineligible to be an applicant for this process.

Date of entry @ BSU: _______________  Term GPA: ___________  Cum GPA: ___________

** All applicants must have a minimum 2.5 cumulative and term GPA. Applicants are required to submit an unofficial transcript with the application packet. Final decisions are contingent upon grade verification.

Class standing based on the number of terms you have successfully completely (CHECK THE APPROPRIATE BOX):

FRESHMEN ☐  SOPHOMORE ☐  JUNIOR ☐  SENIOR ☐

*Residents who transferred into BSU Fall 2018 must list the College or University they transferred from:

_________________________________________________________________________________________________________

City: ______________________________________  State: _______________  Zip Code: ___________

City: ______________________________________  State: _______________  Zip Code: ___________

Most recent term GPA: ___________  and cumulative GPA: ___________

Transfer students may not apply for an ORL Desk Assistant unless they have matriculated and lived on the Bowie State University campus for one full semester.

III. EMPLOYMENT & VOLUNTEER RECORD

Begin with current and most recent paid and/or significant volunteer employment and work backward. You may be asked to provide additional information on a separate sheet of paper.

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IV. ADDITIONAL INFORMATION

Is the applicant an Honors Student or MIE scholar?  Yes ☐  No ☐

Has the applicant ever been convicted of a crime other than a misdemeanor or traffic violation?  Yes ☐  No ☐

☐ If yes, please explain: __________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

Will the applicant be involved in student teaching, an internship, a job, or any other major time commitment during the spring semester?  Yes ☐  No

If yes, please explain: __________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

Please note: Outside commitments must be approved by the Office of Residence Life prior to employment. The department will limit this to no more than 10 hours per week.

Can the applicant perform the job as outlined in job description?  Yes ☐  No ☐ If no, please explain:

_____________________________________________________________________________

_____________________________________________________________________________

V. LEADERSHIP INVOLVEMENT

The applicant must list their current involvement from most to less recent involvement (community service, religious youth group, campus organizations, fraternity, sorority, etc.). If the applicant is new to Bowie State University, this may include involvement during high school or other Universities.

Activity or Organization: __________________________

Position Held: __________________________

Dates: __________________________

Description: __________________________

Activity or Organization: __________________________

Position Held: __________________________

Dates: __________________________

Description: __________________________

Activity or Organization: __________________________

Position Held: __________________________

Dates: __________________________

Description: __________________________
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We also need to know if the applicant plans to continue any of these activities if hired. Yes [ ] No [ ]
Please list below the names and job titles of the three (3) individuals who will be submitting reference forms for you

**REMEMBER:** One reference form must be completed by the applicant’s current RA. The second can be from an administrator, staff or faculty member. The last reference form can be completed by someone the applicant has worked with, i.e. a former guidance counselor, a former Residence Life staff member or high school counselor.

*Current Resident Directors and Administrators in the Office of Residence Life are ineligible to write references for Bowie State ORL applicants.*

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<th>NAME &amp; TITLE</th>
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The information I have presented is true and correct. I understand that incomplete or false information may subject me to disqualification from the ORL selection process. I further understand that this information will be shared with members of the selection committee for the purpose of verification and evaluation.

________________________________     ________________________
SIGNATURE OF APPLICANT            DATE
OFFICE OF RESIDENCE LIFE
ORL DESK ASSISTANT APPLICANT REFERENCE FORM

APPLICANT’S NAME: _____________________________________________________

Under the Family Educational Rights and Privacy Act (FERPA) of 1974 (please check appropriate box below):
☐ I waive my right to read this form prior to its submission  ☐ I do not waive my right to read the reference

Signature of Applicant: _____________________________________________________

Dear Reference Writer:

The above named individual is applying for an ORL position at Bowie State University. ORL act as informal advisors, activity planners and assist in the management of the residence halls. Leadership, responsibility, sensitivity, maturity, fairness and dedication are essential qualities in this position. Your comments are needed to help the selection committee determine the potential and suitability of this applicant for the position. To the best of your knowledge, please comment on the areas listed below as they pertain to behaviors demonstrated and comments made by the applicant.

Return this form to the Office of Residence Life by no later than Friday, March 1, 2019 to ORL by 3 pm. Thank you for your time and consideration.

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**How well do you know this applicant?**

<table>
<thead>
<tr>
<th>Very Well</th>
<th>Somewhat</th>
<th>Not at all</th>
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**In what capacity? (CHECK THE APPROPRIATE LINE)**

- RA
- Faculty/Staff
- Employer
- Other (specify)

**PLEASE COMMENT ON THE APPLICANT’S ABILITIES IN THE FOLLOWING AREAS:**

The applicant is accepting of people with different skin color, lifestyles, political viewpoints, religious background, cultures or ethnicities: (is open-minded; accepting of diversity; non-judgmental; able to related to people different from themselves; attends to peers with equal regard):

The applicant possesses effective communication skills: (is assertive not aggressive; good listener, possesses congruent verbal and non-verbal ques; clearly and concisely articulates ideas; stays on topic; asks for clarification when needed; maintains professional relationships):

The applicant possesses leadership potential: (leads without dominating; keeps group on task; is perceived as a positive influence; includes quiet group members; is open to differing points of view; considers most aspects of issues; initiates conversation; knows how to balance social and work life; knows how to delegate; is committed to completing tasks; demonstrates a willingness to follow up on incomplete tasks):
Has a clear perception of the job (can articulate some of the various tasks ORL staff must complete; has a realistic view of the position; aware of the time commitment; can discuss when and how learning can occur in the residence halls; demonstrates a willingness to follow up on resident concerns and issues; can articulate a knowledge of residence life policies; is comfortable with and willing to confront inappropriate behavior):

Demonstrates maturity and is sense of responsibility (is able to adapt or quickly recover from challenges; has a positive self-image; demonstrates a willingness to compromise; is able to articulate strengths and weaknesses; possesses the ability to complete tasks):

The applicant is Approachable (smiles; maintains open and body language; maintains inviting facial expressions; is empathic):

Has demonstrated potential for planning educational programs and social activities (is organized in thoughts and presentation; has creative, realistic and economical program ideas; seems to be comfortable working alone or with others; has ideas for how they would assess the needs of residents; has experience with planning educational programs and social activities; has an understanding of why the Office of Residence Life does 80% of their programing in the residence hall as oppose to in the Student Center):

Is aware of BSU resources (knows the location of various campus resources; aware of campus issues; knows the difference between the Student Government Association and the Residence Hall Association; can articulate the complementary roles that RHA plays and Hall Council plays; has utilized various campus resources):

General Comments:

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Overall Recommendation (CIRCLE ONE NUMBER):

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<td>Unsure</td>
<td>Strong Reservations</td>
<td>Do not Hire</td>
<td>No Basis to Judge</td>
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REFERENCE WRITER PLEASE PRINT YOUR NAME: __________________________________________ DATE: ___/___/_____  
SIGNATURE: _____________________________________________________________________________  
POSITION/TITLE: __________
OFFICE OF RESIDENCE LIFE
ORL DESK ASSISTANT APPLICANT REFERENCE FORM

APPLICANT’S NAME: _____________________________________________________

Under the Family Educational Rights and Privacy Act (FERPA) of 1974 (please check appropriate box below):

☐ I waive my right to read this form prior to its submission  ☐ I do not waive my right to read the reference

Signature of Applicant: ____________________________________________________

How well do you know this applicant? In what capacity? (CHECK THE APPROPRIATE LINE)

5 4 3 2 1

Very Well Somewhat Not at all

☐ RA

☐ Faculty/Staff

☐ Employer

☐ Other (specify)

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PLEASE COMMENT ON THE APPLICANT’S ABILITIES IN THE FOLLOWING AREAS:

The applicant is accepting of people with different skin color, lifestyles, political viewpoints, religious background, cultures or ethnicities: (is open-minded; accepting of diversity; non-judgmental; able to related to people different from themselves; attends to peers with equal regard):

The applicant possesses effective communication skills: (is assertive not aggressive; good listener, possesses congruent verbal and non-verbal ques; clearly and concisely articulates ideas; stays on topic; asks for clarification when needed; maintains professional relationships):

The applicant possesses leadership potential: (leads without dominating; keeps group on task; is perceived as a positive influence; includes quiet group members; is open to differing points of view; considers most aspects of issues; initiates conversation; knows how to balance social and work life; knows how to delegate; is committed to completing tasks; demonstrates a willingness to follow up on incomplete tasks):
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General Comments:

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REFERENCE WRITER PLEASE PRINT YOUR NAME: ______________________________ DATE: ___ / ___ / ____
SIGNATURE: ____________________________________________________________________________
POSITION/TITLE: ______________________________________________________________________
OFFICE OF RESIDENCE LIFE
ORL DESK ASSISTANT APPLICANT REFERENCE FORM

APPLICANT’S NAME: _____________________________________________________

Under the Family Educational Rights and Privacy Act (FERPA) of 1974 (please check appropriate box below):
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☐ I do not waive my right to read the reference

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In what capacity? (CHECK THE APPROPRIATE LINE)
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REFERENCE WRITER PLEASE PRINT YOUR NAME: __________________________________________

DATE: _____ / _____ / _____

SIGNATURE: _______________________________________________________________________

POSITION/TITLE: ____________________________________________________________
ORL JOB DESCRIPTION BELOW

DESK ASSISTANT JOB DESCRIPTION

The Desk Assistant is a part-time employee of the Office of Residence Life and reports directly to the Resident Director or Graduate Hall Director and ultimately to the Director of Residence Life. The Desk Assistant (DA) is responsible for providing security, safety, and service for the residence halls.

1. SPECIFIC RESPONSIBILITIES:
   a. Assist in securing the building by checking a photo ID of everyone entering the building to ensure that no strangers are in the lobby. People living in the residence halls must show a Residence Life ID.
   b. Contacting Public Safety when their assistance is needed.
   c. Answering desk telephone in a professional manner, giving out information and taking messages for students.
   d. Monitor the proper sign-in and sign-out of guests and visitors.
   e. Record any unusual activity in the Front Desk Log.
   f. Complete incident report when appropriate.
   g. Equipment and game sign-out.
   h. Collecting maintenance requests and forwarding them to the Resident Director or the Residence Life Central Office.
   i. Key distribution at check-in and key collection at checkout.
   j. Providing information to students.
   k. Public Relations.
   l. Responsible for cleanliness of the lobby area.
   m. Post and remove information in the lobby.
   n. Perform clerical duties as assigned by the Resident Director.

2. AS A MEMBER OF THE OFFICE OF RESIDENCE LIFE:
   a. Be responsible for providing safety, security, and service to resident students.
   b. Be fair and consistent in following the established rules, regulations, and procedures.
   c. Be a good role model for other students.
   d. Work within the system to maintain a high quality desk operation for the students.
   e. Refer students to appropriate people when they require assistance that you cannot provide.
   f. Perform other duties as needed by the Office of Residence Life.
   g. Work no more than twenty hours a week which will include weekends.

3. WORKSHOP AND INSERVICE TRAINING:
   a. The Desk Assistant is expected to attend a 1-day fall and 1-day spring workshop and any staff in-service meetings as directed.
   b. Each Desk Assistant is expected to attend any special emergency meetings, which may be called by the Office of Residence Life or by the Resident Director.
   c. Each Desk Assistant is expected to attend a mid-semester formal evaluation session per semester with his/her Resident Director.

4. TERMINATION OF EMPLOYMENT:
   a. Termination Prior to Beginning Employment
   Prior to the time employment begins, if in the opinion of the Office of Residence Life staff, the Desk Assistant (DA) fails to maintain the minimum \(2.50\) cum grade point average academic requirements or fails to adhere to a standard of behavior consistent with the DA position, the staff offer may be withdrawn.

   b. Reasons for Termination during the Academic Year
   Termination from the DA position can result from breach of the contract, or breach of Residence Life rules and regulations, and/or from unsatisfactory performance. For example: a DA may perform extremely well and violate the terms of the DA agreement regarding grades or building regulations; or the DA may abide by the agreement but not have the skills and/or
motivation necessary to succeed in the position. Termination for violation of the DA agreement may be automatic. Termination for unsatisfactory performance will generally only be considered after the staff member’s direct supervisor has made oral and written efforts to point out those areas, which need improvement. Moreover, help the DA improve his/her skills and performance through personal support, guidance, and regular evaluation.

c. Termination at the end of the Academic Year

The DA position is for one academic year. Staff must therefore, go through a reapplication process to be considered for rehiring. All hiring decisions are contingent upon the approval of the DA’s direct supervisor, the Resident Director and the Director of Residence Life.

d. Procedures for Termination

In all cases, the decision to terminate will reside with the Assistant Director of Resident and Staff Initiatives. Any appeals following dismissals may be initially submitted to the Director of Residence Life within (2) two working days of receipt of written notice of termination. In all cases, where termination is being considered during the year, consultation between the Desk Assistant Coordinator & the Resident Director must take place prior to termination. Termination at the end of the agreement period will not require such a process since this agreement expires at the end of that period.

e. Dismissal from the University

Desk Assistants are immediately terminated from his/her position upon withdrawal from the college.

5. QUALIFICATIONS:

a. The Desk Assistant must have a minimum 2.50 semester and cumulative GPA to apply for the position.

b. Must live on campus.

c. No prior student conduct/student conduct/judicial involvement

d. Be registered as a full time student at Bowie State University.

e. No outstanding financial obligations to the institution.

f. Must have a completed application on file in the Office of Residence Life prior to the application deadline.

g. To continue in the position, you must maintain a **2.50 term and cumulative GPA**. If either GPA falls below 2.50 mid-year, the Desk Assistant will be placed on academic probation for the spring semester. If either GPA falls below 2.0 mid-year, we have the right to remove you from the position, for the betterment of your academic performance. Having both the term and cumulative GPA fall below 2.50 will mean automatic termination for the remainder of the academic year.
Please draw a diagonal line "\" through at least six (6) separate 1-hour time slots (see sample below) for when you will be available for your one hour interview. No Interviews will be scheduled from Noon – 1:30 pm and over the weekend. All Interviews will take place between **Thursday, March 7, 2019 and Friday, March 15, 2019** (No Interviews will be scheduled after 3:00 pm on March 15) and you must schedule time with these dates in mind. This is a real job interview so applicants are expected to be dressed appropriately and arrive on time. Those selected for an interview will be contacted by email to confirm interview date and time. Please ensure you check both your Bowie State University email and personal email junk box for emails. Your interview may occur on either week so base your availability by the day of the week. On the next page, there will be a space provided for dates you may not be available due to previously schedule events (i.e.: Doctor’s appointment, school conference, etc.)

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<th>Each time slot represents 1/2 hour</th>
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<th>THURSDAY</th>
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Dates Not Available for Interview:
### 2019-2020 ACADEMIC YEAR ORL DESK ASSISTANT STAFF RECRUITMENT TIMELINE

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<thead>
<tr>
<th>Month &amp; Date</th>
<th>Day of Week</th>
<th>Who</th>
<th>Time &amp; Location (if applicable)</th>
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<td>21</td>
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<td>ORL</td>
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<td>Desk Assistant Application Available</td>
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| 1            | Friday      | Applicants   | 3:00 pm ORL, Suite 160 Haley Hall | Desk Assistant Application Due  
(Applicants should submit as soon as possible)   |
| 4-31         | Monday-Sunday | All residents | Online                          | Housing Application is available. Please ensure you complete your housing application prior to the deadline.  
Housing is not guaranteed for Desk Assistants.  |
| 7-15         | Thursday-Friday | Applicants   | Various times and locations      | Desk Assistant Interviews                                                   |
| 25           | Monday      | ORL          | After 12:00 pm  
ORL, Suite 160 Haley Hall | Desk Assistant Decision Letters Available                                    |
| **April 2019** |             |              |                                 |                                                                             |
| 1            | Monday      | Applicants   | 3:00 pm ORL, Suite 160 Haley Hall | Desk Assistant Decision Letters Due                                         |
| **May 2019** |             |              |                                 |                                                                             |
| 2            | Thursday    | All Hired Desk Assistants | 3:00 pm ORL, Suite 160 Haley Hall | Enrollment verification for Fall 2019                                     |

Pending verification of enrollment, housing status, and GPA, all hired Desk Assistants will be contacted by the Desk Assistant Coordinator, throughout the summer, concerning returning to campus for fall training.