



**DESK ATTENDANT (DA) APPLICATION**  
*For 2019-2020 Academic Year – Position Starting in Fall 2019*

*Office of Residential Life  
 Campus Center K-100*

**PERSONNEL INFORMATION:** Name: \_\_\_\_\_ Status (for Fall 2019 - circle): Residential / Commuter Current GPA: \_\_\_\_\_  
 Student ID#: 700- \_\_\_\_\_ If Residential: (Bld/ Rm) \_\_\_\_\_  
 Cell Phone #: \_\_\_\_\_ OW Email Address: \_\_\_\_\_@oldwestbury.edu

**HUMAN RESOURCES INFORMATION:** Do you qualify for work study?  Yes, If so, how many hours are you usually given for the semester? \_\_\_\_\_  
*MUST ANSWER THIS QUESTION AS PRIORITY GOES TO WORK STUDY STUDENTS*  If no, please check with financial aid to verify before submission for next semester  
**PLEASE NOTE THAT ALL APPLICANTS MUST COMPLETE YELLOW BOXED HUMAN RESOURCE PAPERWORK ON BACK OF APP**

- POSITION REQUIREMENT:**
- All Desk Attendants need to be enrolled SUNY at Old Westbury students.
  - The position will require your availability from 10pm to 2am (nights) and until 3am (Thurs night only). *Hours may be subject to change*
  - The position requires that you be available and attend all appropriate staff meetings and necessary training sessions.
  - This position requires a minimum cumulative GPA of 2.0 and for the DA to be in good judicial standing.
  - International Students should have clearance from Becky Evans [evansb@oldwestbury.edu](mailto:evansb@oldwestbury.edu)
  - Please attach your projected schedule & availability for nights this semester. The greatest consideration will be given to those who are most flexible in their hours of availability

**APPLICATION QUESTIONS:** *Attach the following typed answers to the back of this application at the time of submission:*

1. Why are you interested in becoming a Desk Attendant? What do you see as the main purpose of the front desk attendant?
2. Why is the guest /visitation policy necessary and how would you explain it to building resident who are non-compliant?
3. How does the DA position work in conjunction with the Resident Assistants (RAs) of the building?
4. Please attach all days and hours of availability from 10pm-3am each day.
5. Please list any group requirements or events which might conflict with these hours.

*Applications without questions responses will be removed from consideration*

- I verify that the information provided herein is true and complete to the best of my knowledge.
- I understand the Office of Residential Life employees may check this information for accuracy.
- I understand only **completed applications will be considered** & that a completed application includes; Application page completed, typed application questions & schedule, and completed portions of the Human Resources document on back of this application (**ONLY YELLOW BOXED SECTIONS**)
- In the event of employment, I understand false or misleading information given in this application may be grounds for dismissal.

\_\_\_\_\_  
 Applicant's Signature

\_\_\_\_\_  
 Date

*Applications may be kept for future consideration for full 2019-2020 academic year.*



### Request For Temporary Services

Department: Office of Residential Life Date: July 30, 2019

Account Number: \_\_\_\_\_

#### JOB DESCRIPTION

#### DOLLAR ENCUMBRANCE

Title: Desk Attendant (Woodland Halls) - DAs Total Hours per Week: Varies

Duties: front desk receptionist for walk in traffic; Duration 8/25/19 to 5/30/20

phone management; filing; other duties as assigned Suggested Hourly Rate: minimum wage

Dollar Encumbrance: \$ 2,000

Required Skills: customer service (phone, walk in traffic, connecting resources to customers); receptionist- filing/ copying; other duties as assigned.

#### CANDIDATE INFORMATION

Name: \_\_\_\_\_ Old Westbury ID#: \_\_\_\_\_

Status of Candidate:

Actively Enrolled Student at Old Westbury for \_\_\_\_\_ # of Credits

Supervisor Name (print) \_\_\_\_\_ Supervisor Designate Name (print) Mercy Mathew

Signature (Vice President/Dean/Department Head) \_\_\_\_\_ Date \_\_\_\_\_

#### AUTHORIZATIONS

1. Human Resources\*:  1-9 Complete  1-9 Not Complete \_\_\_\_\_ Initials/Date \_\_\_\_\_

2. Vice President\*: \_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_

3. Financial Aid:  Eligible for CWS  Ineligible for CWS

CWS Available  No CWS Available \_\_\_\_\_ Initials/Date \_\_\_\_\_

4. Budget Approval: \_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_

\* Student applicant **MUST** complete 1-9 in the Human Resources Office **BEFORE** seeking Vice President Authorization. Vice President Authorization cannot be granted until HR initials "1-9 Complete".

Note: International Students require special approval from the Office of Enrollment Services in order to begin working. Student Exchange and Visitor Information System (SEVIS) Approval \_\_\_\_\_ Date \_\_\_\_\_

**THIS PAGE DOES NOT NEED TO BE PRINTED!!**

Please use as a reference for which documents are needed to complete your 1-9 paperwork with Human Resources! If you have any questions please contact the Office of Residential Life x3210

**LISTS OF ACCEPTABLE DOCUMENTS**

**All documents must be UNEXPIRED**

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	1.	1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Native American tribal document
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		5. U.S. Military card or draft record		5. U.S. Citizen ID Card (Form I-197)
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI		6. Military dependent's ID card		6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		7. U.S. Coast Guard Merchant Mariner Card		7. Employment authorization document issued by the Department of Homeland Security
		8. Native American tribal document		
		9. Driver's license issued by a Canadian government authority		
		10. School record or report card		
		11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record		

Examples of many of these documents appear in Part 13 of the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.