



**Central Michigan University
Athletics Department
Student-Athlete Services
Front Desk Application**

Position: Front Desk Assistant, Student-Athlete Services

Job Duties:

The Student-Athlete Services unit offers multiple computer labs and tutorial spaces for student-athletes to study throughout the academic year. The department is currently seeking front desk assistants (face to face at the front offices in the Dick Enberg Academic Center) for the Spring 2022 semester. Front Desk Assistants are responsible for abiding by all NCAA and CMU policies and procedures while upholding the academic integrity and confidentiality in all areas of their job performance. Specific duties include:

- Greet all those who enter and leave the Dick Enberg Academic Center.
- Ensure all student-athletes scan in and out of the Dick Enberg Academic Center.
- Monitor student-athletes to confirm academic work is being completed both virtually and in person.
- Log virtual study time.
- Complete all opening, daytime, and closing duties dependent upon shift.
- Connect tutors to their assigned student-athletes and confirm tutoring/mentoring sessions begin on time.
- Report any issues to the Associate Director for Student-Athlete Services.
- Other duties as assigned.

This position reports directly to the Associate Director for Student-Athlete Services. Hours are based on Assistant's availability.

Qualifications:

- Hold a 3.0 cumulative GPA or higher.
- Possess strong communication skills and the ability to relate to students of diverse academic backgrounds.
- Display leadership skills and attention to detail.
- Show commitment to the Dick Enberg Academic Center Policies & Procedures, Central Michigan University, MidAmerican Conference, and NCAA standards.

To be considered for front desk position with CMU Student-Athlete Services, please submit the following items electronically to Jessica Lautner at Lautn1jl@cmich.edu

x Application (next page)

x Resume



**Central Michigan University
Athletics Department
Student-Athlete Services
Front Desk Application**

Name: _____ Phone _____

Address: _____

Email: _____ Major: _____ GPA: _____

Student ID# _____

Classification: (please check)

____ Undergraduate Student: (please circle) Fr. So. Jr. Sr.

____ Graduate Student – Are you on an assistantship? **Y** **N** If yes, # of hours _____

____ Non-Student: Occupation: _____

Are you currently on Central Michigan University payroll? ____ Yes ____ No

List any Central Michigan University office from which you are receiving a stipend or paycheck: _____

Have you ever been charged with or subject to disciplinary action for scholastic or any other type of misconduct at any educational institution? ____ **NO** ____ **YES** If yes, explain: _____

Have you ever been charged with a violation of the law which resulted in probation, community service, a jail sentence, or a revocation or suspension of your driver's license? ____ **NO** ____ **YES** If yes, explain: _____

With my signature, I grant the Student-Athlete Services staff the right to review my academic records in order to verify information given, such as my GPA.

Print: _____ Signature: _____ Date: _____

Character/Skills Reference

Student's Name: _____

The above-named is applying for a Front Desk position with Central Michigan University's Student-Athlete Services Unit. Your candid evaluation of the applicant will be of assistance to the staff. Please complete the following reference form and return to the Dick Enberg Academic Center. You may return by: email (Lautn1j@cmich.edu) or campus mail- Indoor Athletic Complex 228.

To be completed by the reference:

Name of Reference: _____ Position/Title: _____

Institution: _____ Address: _____

Phone: _____ Email: _____

How long have you known the applicant? _____

Under what circumstances have you known this applicant? _____

Please rate the applicant's ability in each area in which you have personal knowledge. Number 7 represents the most favorable; number 1 represents the least favorable.

[illegible]

_____Strongly Recommend

_____Recommend

_____Do Not Recommend

Please use the back of this form and/or extra paper for any additional comments you may have. Thank You.

Character/Skills Reference

Student's Name: _____

The above-named is applying for a Front Desk position with Central Michigan University's Student-Athlete Services Unit. Your candid evaluation of the applicant will be of assistance to the staff. Please complete the following reference form and return to the Dick Enberg Academic Center. You may return by: email (Lautn1jl@cmich.edu) or campus mail- Indoor Athletic Complex 224.

To be completed by the reference:

Name of Reference: _____ Position/Title: _____

Institution: _____ Address: _____

Phone: _____ Email: _____

How long have you known the applicant? _____

Under what circumstances have you known this applicant? _____

Please rate the applicant's ability in each area in which you have personal knowledge. Number 7 represents the most favorable; number 1 represents the least favorable.

	7	6	5	4	3	2	1	
Articulate								Inarticulate
Excellent Writer								Poor Writer
Self-Starter Requires								constant pushing
Hard Worker Does								not work hard
Honest Dishonest								
Strives for Will Excellence best								settle for less than the
Relates well to Does diverse groups								not relate to diverse groups
Mature Immature								
Reliable Unreliable								
Organized								Unorganized

_____ Strongly Recommend

_____ Recommend

_____ Do Not Recommend

Please use the back of this form and/or extra paper for any additional comments you may have. Thank You.