

Associated Students / SDSU
OFFICE ASSISTANT
Supplemental Questionnaire

Name: _____

1. List and describe in detail what specific experience and background you have with administrative/office receptionist duties? (Including greeting people, taking and giving out information and messages)

2. Describe experience and background in multi-line telephones and reception work.

3. Do you have experience in the following applications (Explain):

Word Yes No

Words per minute _____

Excel Yes No

Meeting Maker Yes No

4. Are you able to work under pressure and with frequent interruptions? Explain.

5. How familiar are you with the Associated Students?

6. Are you familiar with this office and its function?

7. Why do you feel particularly qualified for this position?

8. Summarize the personal traits that you possess that enable you to work effectively in a customer service environment.

9. What is your major? _____

What is your anticipated date of graduation? _____

Will you be available to work during the summer and/or semester breaks? Yes No