

Conference Manager Application

After reviewing the job description and requirements complete the following.

Last Name First Name Middle Initial Panther ID#
 Current Address (include mailbox # if in residence hall)
 City State Zip Best Contact # GSU Email
 Classification (Fr., So., Jr., Sr., Grad.) Major Cum. GPA

How did you here about this position (current/former employee, job board, flyer, etc.)?

If currently/previously employed by Housing, list most recent area and position you work(ed) in, your supervisor's name, and dates employed.

List two professional references below. Current/past employers or University Housing Staff who know you in a work capacity are preferred.

1. Full Name & Title Name of Company
 Best Contact # Email Capacity you know reference
 2. Full Name & Title Name of Company
 Best Contact # Email Capacity you know reference

Please list one personal reference below, preferably someone who can attest to your work ethic.

1. Full Name & Title Name of Company
 Best Contact # Email Capacity you know reference

Please answer the following questions using an additional sheet of paper (include your name and Panther ID at the top, and please type).

- * Describe any experiences (leadership, work, educational, or service experiences) and the length of those experiences that demonstrate your ability to be a valuable Conference Manager.
- * Explain why you would like to work as a Conference Manager and what you hope to gain from this type of employment.
- * List any know conflicts (classes, vacations, other jobs/interns, etc.) you will have during the Spring and Summer semesters.

Return this application with your answers and a resume to 75 Piedmont Ave, NE, Suite 110, Atlanta, Georgia 30303 by 5:00pm on the Friday before Thanksgiving break.

Office Use Only

Georgia State University requests the information in the application materials for the purpose of making a decision regarding your employment. Persons outside the university are not routinely provided this information. Responses to all items are required. I certify that the information in my application is truthful. I understand and give permission to University Housing staff to verify my school enrollment, grade point, schedule, background, and judicial record.

Signature

Date