

**Associated Students**  
**San Diego State University**  
**Supplemental Application**  
**OFFICE ASSISTANT/RECEPTIONIST**

(Application **not** accepted without a completed Supplemental Application)  
Please **type** your answers to the following questions on a **separate** sheet of paper.  
Please feel free to add any other information about yourself or your experience which  
you feel is pertinent to this application.

1. Please summarize your office experience, detailing years of experience and the various tasks within your responsibility.
2. Please describe your experience using computers, typing speed and proficiency in common computer applications.
3. Please describe your customer service experience as well as your experience establishing and maintaining cooperative working relationships with other employees.
4. Do you consider yourself very organized or somewhat organized? Please describe the methods you use to stay organized.
5. How do you handle working under pressure with constant interruptions? Please give an example.
6. After reviewing the job description, what qualifications do you feel make you particularly qualified for the front desk assistant position?
7. What is your experience or interest in watersports?
8. Please answer the following:
  - a. What is your major?
  - b. What is your anticipated date of graduation?
  - c. Will you be available to work during the summer and/or semester breaks?