



## Executive Assistant Application

Please Print or Type the Following:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Major: \_\_\_\_\_

Classification: \_\_\_ Fr \_\_\_ So \_\_\_ Jr \_\_\_ Sr

Number of Hours Currently Enrolled In: \_\_\_\_\_ ESU G.P.A.: \_\_\_\_\_

Date: \_\_\_\_\_ Email: \_\_\_\_\_

Please discuss the following: Responses must be TYPED on separate paper.

1. Please describe your previous work experience and/ or campus and community activities relative to this position.
2. What special skills and abilities do you possess that qualify you for this position?
3. Why are you interested in becoming the Executive Assistant for the Associated Student Government?
4. Discuss your goals for this position and how will you be effective and productive?
5. Are you available on Mondays at 3:00 p.m. for the 2009-2010 academic year to attend weekly ASG Cabinet meetings?

Due no later than Monday, June 29, 2009. Return to ASG President, Jonathan Krueger, in the Center for Student Involvement, Campus Box 4065 or at [asgpres@emporia.edu](mailto:asgpres@emporia.edu).