SUPPLEMENTAL QUESTIONNAIRE FOR GRADUATE SERVICES ASSISTANT POSITION WITH THE FACULTY SENATE

Name: _____ Email: _____

Phone: _____ Expected Graduation Date: _____

Grad Degree/Major_____ GPA: _____

Undergraduate degree/Major: _____ GPA: _____

Please chose a number from 1 to 3 that most closely represents the level of your expertise/experience with the following tasks (1 = minimal knowledge/experience – less than 6 months; 2 = some moderate experience/basic daily user – 6 months to 2 years; 3 = advanced knowledge/experience/practice – 2+ years).

_____ Organizing materials and supplies

_____ Creating files and maintaining file systems (digital or hard copy)

_____ Setting up, monitoring and troubleshooting AV equipment

_____ Setting up and managing Zoom meeting logistics

_____ Event and/or meeting planning and logistics (preparing meeting minutes or agendas, organizing, space planning, furniture set up, refreshment ordering, marketing event, etc.)

_____ Writing **business correspondence** in English (composing/typing letters, emails, memos)

_____ Editing and proofreading written materials for English spelling, grammar, punctuation, and readability (in print or online)

_____ Data entry, compiling data and preparing reports

_____ Analyzing data/disparate information to determine course of action

_____ Web development, creation and/or content management

_____ Creating Excel spreadsheets

_____ Developing surveys in Qualtrics or other survey programs

_____ Writing instructional materials

_____ Creating PowerPoint presentations

_____ Creating Word and/or Adobe forms/templates

_____ Workflow management / process development

_____ Utilizing SharePoint

Short Answer (answer on this same sheet; continue on additional page as needed):

1. Based upon the description and purpose of the Faculty Senate found on the UNT Faculty Senate website and in Article I of the Faculty Senate Charter (found on the website), please discuss in a brief paragraph (1) why you want to work for this department, (2) how your believe your degree program relates to the job, and (3) how you believe you can make a positive contribution to the functioning of the Faculty Senate in accomplishing its mission.

2. Provide an example of an activity you have led or participated in which shows evidence of your ability to communicate effectively and to plan/organize meetings or events and take initiative. Include discussion of any challenges you faced.

Your application for the GSA position will considered complete when you have submitted the following items to facultysenaterecruiting@unt.edu (please scan together/submit in one pdf):
1. UP-TO-DATE **Student Employment Application** (initially submitted in Handshake)
2. Detailed **cover letter, transcript copy** and **resume/CV**
3. Completed **Supplemental Questionnaire**