INITIAL APPLICATION QUESTIONS FOR ADMINISTRATIVE ASSISTANT – ACADEMIC ADVISING
July 2013

PLEASE ANSWER THE FOLLOWING QUESTIONS COMPLETELY, BUT CONCISELY, AND RETURN THEM WITH YOUR OFFICIAL EMPLOYMENT APPLICATION. PLEASE INCLUDE YOUR NAME AT THE TOP OF YOUR RESPONSES.

1. Why are you interested in this position?

2. What is your understanding of the mission and philosophy of the community college?

3. Please provide a specific example of when you have worked as part of a team to successfully accomplish the goals and objectives of an organization.

4. Please discuss any past experience you have had providing direct student service in an educational program. If you have not had experience in this area, please discuss your experience in providing excellent customer service.