Student Assistant Interview Questions (Communications)

Name: _____ Expected graduation: _____

Tell us a little about yourself. Please include previous work experience and how it has prepared you for this role.

In this role, you might have to juggle student interactions, ringing phones, and supervisor requests via messenger all at the same time. If you have multiple tasks that need to be accomplished simultaneously, how do you decide what to prioritize?

This position is heavy in communications. In what ways have you had the chance to utilize your written communication skills?

This role will likely require you to assist with projects that include a variety of elements of graphic design, photography, social media management, videography, and/or website management. Can you provide any examples of a time that you have contributed to such projects? What was your role? What was the outcome?

Thinking about content creation and editing, what platforms or programs (such as Canva or Adobe Photoshop, etc,) do you have experience in? How would you describe your experience with each.

Some elements of this role may require you to work on projects independently as well as part of a team. When working on projects, do you feel that you excel more in an individual or group contributing setting and why?

Imagine that you are working on a group collaboration and you come to a disagreement. How would you go about handling the situation to ensure that deadlines are met?

What made you interested in this opportunity?

This position was created to provide Tue/Thurs morning coverage at an estimated 10-16 hours per week. Typical working hours consist of 4 hour blocks (ie 8am-12pm) If hired, What hours would you be available to work? Additionally, what date would you be available to start?
Available start date:
Mon:
Tues:
Wed:
Thurs:
Fri:

Is there anything that you would like to share with me that has not yet been covered?

Do you have any questions for us?