St. Martin's Application for Office Assistant: Short Answers

(You do not have to fit your answers on this sheet. Please take the space you need, but a paragraph or so should be fine.)

1. Tell us how you focus on work in a deadline-driven job where there are also unanticipated inquiries via phone, email, and in person which need to be address?

2. Why are you interested in working for a church? And why specifically an Episcopal church?

3. Please describe a project you worked on, or process you created or improved, of which you are proud. Describe what the goals were, how you achieved them, and what impact the project or process had.