RESIDENCE LIFE OFFICE
STAFF POSITIONS
SUMMER 2016 - FALL 2016

Residence Life is seeking individuals interested in working in the residence halls during the summer and fall 2016 academic year. We are looking for individuals who are easy to work with, flexible and responsible.

QUALIFICATIONS FOR ALL POSITIONS

Applicants:
● Applicants must be NJIT students and registered for at least one summer class or for fall 2016
● Cannot be on the Residence Life or University disciplinary lists from summer 2015 or academic year 2015-2016
● Must be able to work independently and follow Residence Life and NJIT policies and procedures
● Must be making Satisfactory Academic Progress (SAP)

Summer Applicants:
● Must be registered for at least one session during summer 2016 or fall 2016
● Applicants that have full-time jobs or planning lengthy summer vacations will be given a lower priority
● Must be available for the following employment periods:
  ● Saturday May 14, 2016 at 7:30am through Saturday August 20, 2016 at 7:30am
  ● If hired, they must complete an online training module with 100% between Thursday, April 14th and Thursday, April 21, 2016
● Must be available for in-person training on the following dates:
  ● Date #1: either Wednesday, May 05th or Thursday, May 06, 2016
    ○ This is for RAs, DMs, OAs, MPs, GSs, and CMs only
  ● Date #2: Friday, May 13, 2016 from 1pm to 4pm
  ● The in-person training is paid at the day rate for those with payroll compensation and will count towards your 20 hour weekly minimum for those with housing compensation
● There is an option to assist with the cleaning day for non-conference staff employees
  ● The date is TBA
● If you cannot start your assigned first shift, you will be an alternate
● If you take a vacation longer than two weeks, you will lose your shift
● Individuals looking for housing as compensation will be given a higher priority for summer jobs
● You can work a maximum of 40 hours per week in total for all of your on campus jobs during this employment period
● If you are selected as a RA for the fall 2016 semester, you will not be able to work as a Resident Assistant or Conference Manager for summer 2016

Fall Applicants:
● Must be NJIT students and registered for fall 2016
● Must be available for the following employment periods:
  ● Fall term begins on Saturday, August 20, 2016 at 7:30am ending on or around Saturday, December 24, 2016 at 7:30am
    ○ All staff must complete each module of the online training via Moodle between Monday, August 01, 2016 through Thursday, August 11, 2016 with a score of
100% in each section
○ All staff members must also be available for physical training on Friday, August 19th and Saturday and August 20, 2016
● If you are not able to start working your assigned shift the first week of the fall semester you will be an alternate for the fall semester
○ We will not hold your position
● Fall employment applicants that have federal work-study will have a higher priority for hire
● You can work a maximum of 20 hours per week in total for all of your on campus jobs during this employment period
● If you are selected as a RA for the fall 2016 semester, you will not be able to work as an office assistant or desk attendant for fall 2016

Compensation:

Hourly Pay:
● Applicants that are looking for hourly pay must be eligible for work-study and have a social security number already
● The following are the currently payroll rates; they are subject to change:
  ● The hourly pay rate is $8.38 for all day hours
  ● The desk night differential (11:30pm-7:30am) is $9.38/hour
  ● Desk Managers will be paid $12/hour
● If you currently work for Residence Life and switch jobs for the summer, you will be paid at the rate for that position
● Fall/Spring positions only offer hourly pay as compensation

Housing (Summer Only):
● Applicants that are requesting summer housing as compensation are expected to work 20 hours per week minimum
● Scheduling will determine the exact number of hours
● You will be notified when to sign up for summer housing
● If your interest in living on-campus for the summer is contingent on your obtaining a position with Residence Life, please do not sign-up for summer housing until you receive notification about your employment status

Information Sessions:
Wednesday, March 09th @ 3:00 p.m., Tiernan Hall - Lecture Hall #2
Friday, March 11th @ 12:00 p.m., Tiernan Hall - Lecture Hall #2
Tuesday, March 22nd @ 5:00 p.m., Tiernan Hall - Lecture Hall #2

If you are interested in applying for a Residence Life position you MUST attend at least one of the information sessions with your resume and NJIT ID. Your resume must have your NJIT email address on it. It will be screened and then those who make it to the second round will be sent a link to fill out the application. NO RESUMES WILL BE ACCEPTED (EMAIL OR IN OFFICE) OUTSIDE OF THE INFORMATION SESSIONS. YOU CANNOT SUBMIT RESUMES FOR SOMEONE ELSE. The date of the information session you attend has no impact on your resume being screened or your chances of being invited to fill out the application. Please read through the job description, talk to people who have or currently work in those positions and make sure your resume reflects the skills we are looking for in a candidate.
EMPLOYMENT PROCESS TIMELINE SUMMER & FALL 2016:

- **Wed. 03/09:** Information session #1
- **Fri. 03/11:** Information session #2
- **Tues. 03/22:** Information session #3
- **Wed. 03/23 – Thurs. 03/24:** Application available
  - The application will be available Wed. March 23rd at 9:00am through Thurs. March 24th at 9:00pm
  - The applicants are screened again and then those who make it to the next round will receive email instructions on how to sign up for an interview
- **Fri. 03/25 – Sun. 03/26:** Interview sign up
  - Interview sign up will be Fri. March 25th after 9:00pm until Sunday March 26th at 11:59pm
  - Interview slots will be filled on a first-come, first-serve basis
- **Mon. 03/28:** Interview slot confirmation emails go out
  - Interview slot confirmations will go out Monday March 28th by 4:30pm
- **Wed. 03/30 – Tues. 04/05:** Interviews
- **Fri. 04/08:** Interview results go out
  - Decisions are emailed out on Wed. October 28th after 6:00pm
- **Tues. 04/12:** Deadline to accept position
  - This will be done by filling out an online intent form
- **Tues. 04/12:** Deadline for filling out SEMS job application
  - This will be done by filling out an online University job application through a private link
- **Thurs. 04/14 – Thurs. 04/21:** Period to complete online training modules (Summer only)
  - This is done through access to the department’s Student Staff Moodle page
- **Wed 05/04 or Thurs 05/05:** In person 2 hour training (RA, DM, OA, MP, GS, CMs)
- **Fri 05/13:** (all staff)
  - 1pm – 4pm
  - This training is paid / credited towards your weekly housing minimum

If you have any questions please email Michelle Geban at mgeban@njit.edu.

**JOB RESPONSIBILITIES:**

The following are the responsibilities for each of the positions. Please read each of them currently. Again, applicants are encouraged to speak with someone currently in the position to gain more knowledge about what each student staff member does.
Mail Person

Responsibilities
- Forwarding and distributing mail to summer residents and all other appropriate people
- Setting up and maintaining the mailrooms and mailroom hours

Hours
- Hours will be determined with the supervisor of the area assigned

Compensation
- Housing (Double room with a roommate in Laurel Hall)

Conference Assistant

Responsibilities
- Cleaning rooms in all halls as needed for conferences
- Preparing rooms for conferences (i.e. cleaning and linen distribution)
- Checking-in/out conference guests
- Responding to emergencies as needed
- Covering the front desk as needed

Hours
- Schedule 15 hours per week
- Monday through Fridays during the day and some evening and weekend hours as needed

Compensation
- Hourly Pay or Housing (Double room with a roommate in Laurel Hall.)

Conference Manager

Responsibilities
- Supervise Conference Assistants
- Clean rooms in all halls as needed for conferences
- Prepare rooms for conferences (i.e. cleaning and linen distribution)
- Check-in/out conference guests
- Monitor room and linen inventories and follow-up of cleaning and preparation of rooms and linen
- Participate in on-call rotations during the evenings
- Be available to assist conference guests in the evenings and respond to emergencies as needed
**Requirement**

- Conference Managers must reside on-campus for the summer

**Hours**

- Schedule 20 hours of work per week.
- Cleaning and supervision hours are Monday through Friday during the day and some evening and weekend hours as needed
  - This is how your pay is earned
- Participate in duty rotations from 4:00pm to 9:00am during weekdays and 24-hour duty rotations on weekends and holidays
  - This is how your housing is earned

**Compensation**

- Single Room in Cypress Hall and twenty hours pay at the day rate

**Special Note**

- *If you are selected as a RA for the fall 2016 semester, you are not eligible for this position*

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**Office Assistant**

**Responsibilities**

- Cover the office, answering phones, computer work, furniture inventory, facilities follow-up, etc.
- Run errands, accepting, log and distribute packages when necessary
- Cover the front desk as needed
- Assist with conferences, and other administrative tasks as assigned
- Be courteous in greeting and assisting residents, vendors and guests
- Attend special meetings /trainings as needed
- Have knowledge of and follow all policies and procedures as outlined in the DA manual
- Have knowledge of and follow all policies and procedures as outlined in the Reslife Living On Campus Guide

**Hours**

- Office Assistants will be required to work at least 12 hours each week during normal business hours during the summer for payroll and the minimum of 20 for housing
- Will be determined with the supervisor of the area assigned

**Compensation**

- Hourly Pay or Housing (Double room with roommate in Laurel Hall.)

**Special Note**

- *If you are selected as a RA for the fall 2016 semester, you will NOT be able to work as an Office Assistant, Desk Manager or Desk Attendant for fall 2016*
Desk Attendant

Responsibilities
- Monitor the front desk and surrounding area, check IDs, sign in/out guests and equipment, answer phones, etc.
- Assist with check-in and check-out of conference guests and summer school students as needed
- Work on special projects during down times or as needed
- Be courteous in greeting and assisting residents
- Make sure all equipment is working / supplies are stocked upon arrival to the shift
- Accept packages when the office is closed from mail carriers only
- Communicate with the RAs when there is a resident concern or issue at the front desk
- Work with the RAs and Public Safety to maintain safety during emergencies
- Have knowledge of and follow all policies and procedures as outlined in the DA manual
- Be assertive in enforcing policy

Hours
- Cypress, Oak and Laurel desks will operate 24 hours each day.
- Honors Hall will have a business hours schedule of Mon. – Fri. 7:30am – 5:30pm when the University is open
  - Additional hours may be scheduled for special events
- Redwood will be open for conferencing only for part of the summer
- Students must have a flexible schedule and must be able to work both day and evening hours
- Individuals will be allowed to work in more than one hall with combined hours not exceeding what is allowed

Compensation
- Hourly Pay or Housing (Double room with a roommate in Laurel Hall.)

Special Note
- If you are selected as a RA for the fall 2016 semester, you will NOT be able to work as an Office Assistant, Desk Manager or Desk Attendant for fall 2016

Desk Manager

Responsibilities
- Coordinate Desk Attendant schedules and develop/facilitate Desk Attendant training
- Oversee the Desk Attendants monitoring the front desk, checking IDs, signing-in guests, answering phones, etc.
- Work on other desk operation related projects as needed by the supervisor
- Manage their assigned desk area and its operations; when on call they will attend to the other desks as needed
- Supervise the Desk Attendants
- Tabulate payroll hours for each pay period and track hours worked for anyone with housing as compensation.
- Attend weekly staff meetings
- Attend 1-on-1 meetings with the Residence Coordinator as scheduled
- Submit duty logs by 10am the next day each day the DM is on duty
- Meet with staff documented for low level violations/issues
- Submit weekly checklist pertaining to your respective desk
- Be courteous and assist students and conference guests with questions, etc
- Assist the department with University events when requested
- Have knowledge of and follow all policies and procedures as outlined in the DA manual

**Requirement**
- Desk Managers must either live on campus or within 5 minutes walking from campus

**Hours**
- Desk Managers are required to cover vacant hours in the schedule and/or find coverage
- Participate in duty rotations from 4:00pm to 9:00am during weekdays and 24-hour duty rotations on weekends and holidays for the summer
- Participate in duty rotations from 4:30pm to 8:30am during weekdays and 24-hour duty rotations on weekends and holidays for the regular academic year and winter break

**Compensation**
- Housing in a double room with a roommate in Laurel Hall and five hours pay
- If they don’t prefer housing then they are given 15 hours per week at the Desk Manager rate

**Special Note**
- *If you are selected as a RA for the fall 2016 semester, you will NOT be able to work as an Office Assistant, Desk Manager or Desk Attendant for fall 2016.*

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**Summer Resident Assistant**

**Responsibilities**
- The RA position requires additional training that will be coordinated by the summer RA supervisor
- Check-in/out of summer school students for both summer sessions and interim periods
- Verification of residents on a consistent basis
- Coverage of the front desk as needed
- Respond to emergencies
- Assist the Conference Managers in handling emergencies in all of the open residence halls as needed
- Participate in staff meetings scheduled by your supervisor
- Available to residents and the Residence Life staff
- Participate on a committee. Your supervisor will provide committee information and assignments

**Hours**
- Participate in duty rotations from 4:00pm to 9:00am during weekdays and 24-hour duty rotations on weekends and holidays
Compensation
  - Single room in Laurel Hall extension

Special Note
  - If you are selected as a RA for the Fall 2016 semester, you will NOT be able to work as a Resident Assistant for summer 2016

Employment Process

If you have any questions about the positions available within Residence Life (non-academic year Resident Assistant) or the application process, please contact Michelle Geban at mgeban@njit.edu.

Good Luck!!