The Residence Life Office is looking for student leaders interested in working in the residence halls during the Fall 2020-Spring 2021 academic year. We are looking for individuals who are hardworking, flexible, assertive, attentive to detail, reliable and responsible.

QUALIFICATIONS FOR ALL POSITIONS

Applicants:
- Must be current NJIT students and registered for fall 2020.
- Cannot be on the Residence Life or University disciplinary lists from summer 2019 or academic year 2019-2020.
- Must follow and enforce Residence Life and NJIT policies and procedures.
- Must be meeting Satisfactory Academic Progress (SAP).
- Must be available for the following employment periods:
  - **Fall:** Sunday, August 23, 2020 – Sunday, December 20, 2020
  - **Winter:** Sunday, December 20, 2020 – Sunday, January 17, 2021
    - You can work winter break as a regular DA only, not a graveyard break DA.
    - Winter break is not mandatory however, if selected to work during winter break you must attend the winter staff meeting on Monday, December 14, 2020 from 3-4:30pm
  - **Spring:** Sunday, January 17, 2021 – Sunday, May 16, 2021
    - **Must attend spring staff meeting on Friday, January 15, 2021 from 1-4pm**
  - Employment periods are subject to change.
- If hired you must complete an online training between July 31st, 2020 and August 14th 2020.
  - New staff must get 85% minimum
  - Returning staff must get 95% minimum
- Must be available for in-person training on the following date:
  - **Saturday, August 22, 2020 from 9am – 4pm**
- If you are selected as an RA for the fall 2020 or spring 2021 semester, you will no longer be eligible for any of these positions.

COMPENSATION

Hourly Pay:
- The current pay rate is $11.00 per hour and will increase to $12.00 per hour in January 2021.
- Applicants must be approved by the University to work and must have or be eligible to obtain a social security number.
- Student staff may work a maximum of 20 hours per week during the academic year and 40 hours during break (Winter & Spring) periods.
- Individuals will be allowed to work in more than one hall with combined hours not exceeding more than 8 hours in a 24 hour period.
PROCESS OVERVIEW:

- Submit an application and upload your resume for screening to [https://tinyurl.com/resjobapp20](https://tinyurl.com/resjobapp20) by **Tuesday, March 10th, 2020 at 9:00am**.
  - You must sign into your NJIT email to access application.
  - Your resume MUST have your NJIT email address.
- Considered applicants will be invited to register for the Reslife Interview Day on March 25th to interview.
- Invitation to register for the Reslife Interview Day does not guarantee your ability to register for and attend the event. Slots are limited and are on a first-come first served basis. Once a slot is filled, it is filled. **NO EXCEPTIONS!**
- **INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.**
- **RESUMES WILL NOT BE ACCEPTED IN-PERSON OR VIA EMAIL.**
- **YOU CANNOT SUBMIT AN APPLICATION/RESUME FOR SOMEONE ELSE.**

EMPLOYMENT PROCESS TIMELINE FALL 2020 – SPRING 2021:

- **Tue. 3/10:** Deadline to submit an application and upload your resume to [https://tinyurl.com/resjobapp20](https://tinyurl.com/resjobapp20)
  - The application will close at 9am sharp on Tuesday, March 10th. No applications will be considered after the deadline.
- **Fri. 3/13:** Invitation to register for the Reslife Interview Day will be emailed by 4:30pm.
- **Tue. 3/17:** Deadline to register for Reslife Interview Day.
- **Fri. 3/20:** Confirmation of registration and logistics of Reslife Interview Day will be emailed to registrants.
- **Wed. 3/25:** Interviews
- **Fri. 4/10:** Interview results go out via email by 4:30pm.
- **Mon. 4/13:** Deadline to accept position.
  - This will be done by filling out an online intent form by 11:59pm.
- **Mon. 4/13:** Deadline for filling out university job application via Cornerstone.
  - This will be done by filling out an online University job application using the Req # and instructions emailed to you.
- **Fri. 7/31 – 8/14:** Period to complete online training modules (Fall only)
  - This is done through access to the department’s Student Staff Canvas Page.
- **Sat. 8/22:** In person training.
  - 9am – 4pm
**JOB RESPONSIBILITIES:**

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

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**OFFICE ASSISTANT**

**Responsibilities**

- Begin working the fall 2020 through spring 2021 employment period Monday, August 24, 2020 through Friday, May 14, 2021 during regular Mon. – Fri. 8:30am – 5:00pm business hours.
- Covering the office, answering phones, computer work, furniture inventory, facilities follow-up, etc.
- Running errands, accepting, logging and distributing packages when necessary.
- Covering the front desk as needed.
- Assisting with conferences, and other administrative tasks as assigned.
- Being courteous in greeting and assisting residents, vendors and guests.
- Attending special meetings/trainings as needed.
- Having knowledge of, following and assertively enforcing all policies and procedures as outlined in the Desk Operations manual and the Reslife Living On Campus Guide.

**Hours**

- Will be determined with the supervisor of the area assigned based on respective halls needs and OA’s availability.

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**DESK ATTENDANT**

**Responsibilities**

- Monitoring the front desk and surrounding area, checking IDs, signing in/out guests and equipment, answering phones, etc.
- Assisting with check-in and check-out of conference guests and summer school students as needed.
- Being courteous in greeting and assisting residents.
- Making sure all equipment is working / supplies are stocked upon arrival to the shift.
- Accepting packages when the office is closed from mail carriers only.
- Communicating with the RAs when there is a resident concern or issue at the front desk.
- Working with the RAs and Public Safety to maintain safety during emergencies.
- Having knowledge of, following and assertively enforcing all policies and procedures as outlined in the Desk Operations manual and the Reslife Living On Campus Guide.
- Other duties/tasks as assigned.

**Hours**

- All desks operate 24 hours each day.
- Students must have a flexible schedule and must be able to work both day and evening hours.

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**GRAVEYARD BREAK DESK ATTENDANT**

**Responsibilities**

- Relieving graveyard DAs for their 30 minute break and any bathroom breaks between 1:30am-7:30am.
- Calling in to the DM on duty to check-in utilizing the graveyard DA duty phone at the beginning of your shift.
- Maintaining the break schedule for each hall and managing any other breaks that may come up.
- Contacting Public Safety for an escort to the halls when necessary.
- Monitoring the front desk and surrounding area, checking IDs, signing in/out guests and equipment, answering phones, etc.
- Being courteous in greeting and assisting residents.
- Making sure all equipment is working / supplies are stocked upon arrival to the shift.
- Communicating with the RAs when there is a resident concern or issue at the front desk.
- Working with the RAs and Public Safety to maintain safety during emergencies.
- Having knowledge of, following and assertively enforcing all policies and procedures as outlined in the Desk Operations manual and the Reslife Living On Campus Guide.
- Other duties/tasks as assigned.

**Hours**

- Participating in a daily on-call break rotation between the hours of 1:30am – 7:30am
- Work no more than 20 hours per week in total for all on-campus employment
- This position is only during the fall and spring semester
  - During the winter and spring break there is no graveyard break desk attendant
    - You can pick up regular desk attendant shifts during this time

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**DESK MANAGER**

The Desk Manager position has a separate selection process. If you are interested in learning about the Desk Manager position and selection process, please review the Desk Manager Information packet. Please note, the Desk Manager selection process serves to only hire Desk Managers. If you are interested in applying for the Desk Manager position and any of the aforementioned fall positions, you must participate in both processes.

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**EMPLOYMENT PROCESS**

If you have any questions about the employment process or positions available within Residence Life, excluding the academic year Resident Assistant position, please email Julio Angel Garcia at jgarcia@njit.edu.