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

**QUALIFICATIONS FOR ALL POSITIONS**

**Applicants:**
- **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 registered for at least one term during summer 2020 or fall 2020.
- **Must be available for the entire summer employment period:**
  - Sunday, May 17, 2020 at 7:30am through Sunday, August 23, 2020 at 7:30am.
  - Summer Resident Assistants and Conference Managers must begin duty rotation at 4:30pm on Friday, May 15, 2020.
- If you cannot start your assigned first shift, the shift will be reassigned and you will be placed on alternate-status.
- **Must be available for in-person training on the following dates:**
  - **Training #1:** Wednesday, May 6, 2020 and/or Thursday, May 7, 2020
    - This is for RAs, OAs, CMs and CA’s & alternates of these respective roles.
    - Reserve 9am-4pm as specific training times and length vary per position. Upon being hired, the supervisor for each respective role will provide specific training logistics.
  - **Training #2:** Friday, May 15, 2020 from 9am to 4pm
    - ALL SUMMER STAFF
- The in-person training is paid at the day rate for those with hourly pay as compensation. For individuals with housing as compensation, it will count towards your 20 hour weekly minimum and will count towards the 5/17-5/23 work week.
- If you are selected as a RA for the fall 2020 semester, you will not be able to work as a Summer Resident Assistant or Conference Manager for summer 2020.

**COMPENSATION:**

**Hourly Pay:**
- Applicants that are looking for hourly pay must be approved by the University to work and must have or be eligible to obtain a social security number.
- Employees registered for less than 6 credits per summer term may work a maximum of 40 hours per week.
- Employees registered for 6 or more credits per summer term may only work a maximum of 20 hours per week.
- The following are the current pay rates:
  - Standard Pay Rate: $11.00 per hour
  - Conference Manager Rate: $12.00 per hour and housing
- If you currently work for Residence Life and switch jobs for the summer, you will be paid at the rate of that position.
- 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.
**Housing (Summer Only):**
- Applicants that are requesting summer housing as compensation are expected to work 20-25 hours per week. Scheduling will determine the exact number of hours.
- If hired, you will be notified when to sign up for summer housing.
  - If your interest in living on-campus during the summer is contingent on you obtaining a position with Residence Life, please do not sign-up for summer housing until you receive notification about your employment status.

**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 SUMMER 2020:**
- **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.
- **Wed. 5/06-Thur. 5/07:** In person training (RAs, OAs, CMs and CAs and alternates of those respective roles only)
  - 9am-4pm
- **Fri 5/17:** Mandatory in-person training for all summer staff
  - 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.

CONFERENCE ASSISTANT

Responsibilities
● Actively participating in the cleaning and preparation of rooms for conferences (i.e. cleaning, arranging room furniture, setting up/distributing linen, etc.).
● Checking-in/out conference guests.
● Responding to emergencies as needed.
● Covering the front desk as needed.
● Other duties/tasks as assigned.

Hours
● Scheduled for 15-20 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 Honors Hall.)

CONFERENCE MANAGER

Responsibilities
● Supervising Conference Assistants.
● Actively monitoring and participating in the cleaning and preparation of rooms for conferences (i.e. cleaning, arranging room furniture, setting up/distributing linen, etc.).
● Checking conference guests in and out of the hall.
● Monitoring room and linen inventories.
● Participating in on-call rotations during the evenings.
● Being available to assist conference guests in the evenings and respond to emergencies as needed.
● Relieving the graveyard DAs for a 30 minute break and any bathroom breaks between 1:30am-7:30am on respective duty night.
● 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.

Requirement
● Conference Managers must reside on-campus during the summer.

Hours
● Scheduled for 15-20 day hours of work per week for monetary compensation.
● Cleaning and supervision hours are Monday through Friday during the day and some evening and weekend hours as needed.
● Participate in duty rotations from 4:00pm to 9:00am during weekdays and 24-hour duty rotations on weekends and holidays for housing compensation.

Compensation
● Single Room in Cypress Hall and hourly pay at the CM rate.

Special Note
● If you are selected as a RA for the fall 2020 semester, you are not eligible for this position.
OFFICE ASSISTANT

Responsibilities
● 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.
● Other duties/tasks as assigned.

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 Honors Hall).

Special Note
● If you are selected as a RA for the fall 2020 semester, you are not eligible for this position.

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
● Hours will be available based on the building needs as some will be open 24/7 while some have special hours due to conference needs.
  ● Additional hours may be scheduled for special events.
● 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 at the day or night rate or Housing (Double room with a roommate in Honors Hall).
SUMMER RESIDENT ASSISTANT

Responsibilities
- The RA position requires additional training that will be coordinated by the summer RA supervisor.
- Checking summer school students in and out of the hall for both summer sessions and interim periods.
- Verifying the presence of residents on a consistent basis.
- Covering of the front desk as needed.
- Responding to emergencies.
- Assisting the Conference Managers in handling emergencies in all of the open residence halls as needed.
- Participating in staff meetings scheduled by your supervisor.
- Being available to residents and the Residence Life staff.
- Relieving the graveyard DAs for a 30 minute break and any bathroom breaks between 1:30am-7:30am on respective duty night.
- 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
- 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 Honors Hall.

Special Note
- If you are selected as a RA for the fall 2020 semester, you are not eligible for this position.
- If you are selected as an RA for the summer, you will NOT be able to work as an RA for the academic year.

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.

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.