RESIDENCE LIFE OFFICE
STAFF POSITIONS
SUMMER 2021

Residence Life is seeking individuals interested in working in the residence halls during summer 2021. We are looking for individuals who are easy to work with, 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 2020 or academic year 2020-2021.
- Must be able to work independently and follow Residence Life and NJIT policies and procedures.
- Must be making Satisfactory Academic Progress (SAP).
- Must be registered for at least one session during summer 2021 or fall 2021.
  - Employees registered for less than 6 credits per summer term may only 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.
- **Must be available for the following employment periods:**
  - Sunday, May 16, 2021 at 7:30am through Sunday, August 15, 2021 at 7:30am.
  - Summer RA’s & CM’s may be required to begin duty rotation at 4:30pm on Friday, May 14, 2021.
- **Must be available for virtual training on the following dates:**
  - Training #1: Wednesday, May 5, 2021 from 2:30pm-4:30pm (Reading Day)
    - This is for DMs, RAs, OAs, and CMs only
  - Training #2: **ALL SUMMER STAFF**
    - Friday, May 14, 2021 from 9am to 4pm
  - *The virtual training is paid at the day rate for those with payroll compensation. For individuals with housing as compensation, it will count towards your 20 hour weekly minimum.*
    - *The housing hours will count towards the 5/16 – 5/22 work week*
- If you cannot start your assigned first shift, the shift will be reassigned and you will be placed on alternate-status.
- **If you are selected as a RA for the fall 2021 semester, you will not be able to work as a Resident Assistant or Conference Manager for summer 2021.**

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.
- The following are the current pay rates:
  - Standard Pay Rate: $12.00 per hour
  - Conference Manager Rate: $12.00 per hour and housing
  - Desk Managers Rate: $15.00 per hour
  - Pay rates are subject to change.
- 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 for 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:**
- Resume submission and screening
- Information session selection invite
- Attendance to an information session
- Application link and screening
- Interview sign up and confirmation
- Interviews
- Results via email
- Onboarding tasks and training

**RESUME SUBMISSION:**
- Upload your resume to [https://tinyurl.com/20resume21](https://tinyurl.com/20resume21)
- Your resume MUST have your NJIT email address
- Make sure your resume is geared towards the position job description
- The deadline is Monday, March 8, 2021 by 11:59pm
- All resumes will be screened and the next step is invite only
- **NO RESUMES WILL BE ACCEPTED IN-PERSON, VIA EMAIL OR AT THE INFORMATION SESSION**
- **YOU CANNOT SUBMIT RESUMES FOR SOMEONE ELSE**

**VIRTUAL INFORMATION SESSION:**
If invited to the next step you must sign up to attend ONE of the following virtual information sessions:
- Wednesday, March 24th, 2021 from 3:00-4:00pm
- Friday, March 26th, 2021 from 11:00am-12:00pm
The Webex link will be sent out in the invitation email. You must have your camera on and log in with your UCID and password to be granted access. You will receive information about the application and interviews there. There is screening at every level.
EMPLOYMENT PROCESS TIMELINE FALL 2021 – SPRING 2022:

- **Mon. 3/01 – Mon. 3/8**: Upload your resume to [https://tinyurl.com/20resume21](https://tinyurl.com/20resume21)
- **Fri. 3/19**: Invite to the info sessions
- **Wed. 03/24**: Virtual Information session #1 from 3:00pm-4:00pm
- **Fri. 03/26**: Virtual Information session #2 from 11:00am-12:00pm
- **Fri. 03/26 - Tue. 03/30**: Application available
  - The application will be available Fri. March 26th through Tue. March 30th at 9:00am
  - 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
- **Mon. 04/05 – Tue. 04/06**: Interview sign up
  - Interview sign up will be Mon. April 5th by 4:30pm until Tue. April 6th at 4:30pm
  - Interview slots will be filled on a first-come, first-serve basis
- **Thurs. 04/08**: Interview slot confirmation emails go out
  - Interview slot confirmations will go out Thurs. April 8th by 4:30pm
- **Mon. 04/12 – Fri. 04/16**: Virtual Interviews
- **Fri. 04/23**: Interview results go out
  - Decisions are emailed out on Friday, April 23rd by 4:30pm
- **Mon. 04/26**: Deadline to accept position
  - This will be done by filling out an online intent form
- **Mon. 04/26**: Deadline for filling out university job application via Cornerstone
  - This will be done by filling out an online University job application through a private link
- **Wed. 05/05**: Virtual Training (RAs, DMs, OAs, CMs) from 2:30pm-4:30pm
  - This includes alternates of these respective roles.
- **Fri 05/14**: Mandatory virtual training for all summer staff
  - 9am – 4pm

If you have any questions please email jgarcia@njit.edu
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

- 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.
- 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

- 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.
- Monitor the cleaning and preparation of rooms for conferences.
- Participate in on-call rotations during the evenings.
- Be available to assist conference guests in the evenings and respond to emergencies as needed.
- 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.
● Housing assignment is subject to change.

Special Note
● If you are selected as a RA for the fall 2021 semester, you are not eligible for this position.

Office Assistant

Responsibilities
● Cover the office, answering phones, computer work, furniture inventory, facilities follow-up, etc.
● Run errands, accept, 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 OA & DA manuals.
● Have knowledge of and follow all policies and procedures as outlined in 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 2021 semester, you will NOT be able to work as an Office Assistant, Desk Manager or Desk Attendant for fall 2021.

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.
- 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).

**Special Note**

- If you are selected as a RA for the fall 2021 semester, you will NOT be able to work as an Office Assistant, Desk Manager or Desk Attendant for fall 2021.

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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.
- 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 2021 semester, you will NOT be able to work as an RA for summer 2021.
- 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

Responsibilities

- Begin working the summer 2021 through spring 2022 employment period.
- You must work during winter break and spring break.
- Coordinating Desk Operations schedules inclusive of the Desk Attendant and Resident Assistant staff.
- Developing and facilitating Desk Operations training for all staff.
- Overseeing the Desk Attendants and Resident Assistants monitoring the front desk, checking IDs, signing-in guests, answering phones, etc.
- Working on other projects as assigned by the supervisor.
- Supervising the desk area and its operations and communicating issues/concerns regularly with the Desk Operations Chairperson and their respective hall’s Residence Coordinator or Area Coordinator.
- Tabulating payroll hours for each pay period and tracking hours worked for anyone with housing (summer only) as compensation.
- Attending weekly staff meetings.
- Attend 1-on-1 meetings with the Residence Coordinator as scheduled.
- Submitting duty logs by 10am the next day each day the DM is on duty.
- Submitting a weekly desk checklist by set date and time established by the Desk Operations Chairperson.
- Meeting with staff documented for low level violations/issues.
- Being courteous and assist students and conference guests with questions, etc.
- Assisting the department with University events when requested.
- 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.
- Relieving the graveyard DAs for a 30 minute break and any bathroom breaks between 1:30am-7:30am on respective duty nights (summer only).
- Attending Residence Life in-services as scheduled throughout the academic year.
- Attending RA staff meetings as scheduled in their assigned hall at least once a month.

Requirement

- Desk Managers must either live on-campus or within a 5 minute WALKING distance from campus.
- Desk Managers must work during all break periods

Hours

- 15 hours a week at the DM rate
- Desk Managers may work up to 5 coverage hours per week when not on call at the standard pay rate.
- Summer: Participate in an on-call duty rotations from 4:00pm to 9:00am during weekdays and 24-hour duty rotations on weekends and holidays
- Fall-Spring: Participate in an on-call duty rotations from 4:30pm to 8:30am during weekdays and 24-hour duty rotations on weekends and holidays
Employment Process

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

Good Luck!!