

RESIDENCE LIFE OFFICE STAFF POSITIONS SUMMER 2011 - FALL 2011 - SPRING 2012

Residence Life is seeking individuals interested in working in the residence halls during the summer and the 2011-2012 academic year. We are looking for individuals who are easy to work with, flexible and responsible.

QUALIFICATIONS FOR ALL POSITIONS

Summer and Fall Applicants

- Applications must be received by March 21 at 4:30p.m.
- Applicants must be NJIT students and registered for at least one summer class or for fall 2011.
- Applicants cannot be on the Residence Life or University disciplinary lists from summer 2010 or academic year 2010-2011.
- Applicants should be able to work independently and follow Residence Life and NJIT policies and procedures.

Summer Applicants:

- Applicants that have full-time jobs or planning lengthy summer vacations will be given a lower priority.
- You must be available for training on May 12.
- You must be available to work from May 12 through August 26.
- Individuals looking for housing as compensation will be given a higher priority for summer jobs.
- Fall employment applicants that have federal work-study will have a higher priority for hire.

Fall Applicants:

- Applicants must be NJIT students and registered for fall 2011.
- You must be available for training dates.
- You must be available to work as early as August 15, 2011.

Compensation:

Hourly Pay:

- Applicants that are looking for hourly pay must be eligible for work-study and have a social security number already. The hourly pay rate is \$7.25 for all day hours. The desk night differential (12a-8a) is \$8.15/hour. Desk Managers will be paid \$10/hour. (If you currently work for Residence Life and switch jobs for the summer, you will be paid at the rate for that position.)
- Applicants must be able to work at least 12 hours each week and available for day, evening and weekend hours.
- **Fall/spring positions only offer hourly pay as compensation.**

Housing (Summer Only):

- Applicants that are requesting summer housing as compensation are expected to work between 18-25 hours per week. Scheduling will determine the exact number of hours.
- You will be notified when to sign up for summer housing. If you are not hired as a summer employee and want to cancel summer housing, you will not be penalized if you cancel by **April 29th**.

Information sessions:

Monday, March 7th @ 11:30 a.m., Redwood Hall and Wednesday, March 9th @ 2:30 p.m., Laurel Hall

If you are interested in applying for a Residence Life position complete the employment application by **4:30 p.m. on Monday, March 21, 2011**. Sign up for an interview when you apply at www.njit.edu/reslife. Once all interview slots are taken, we will fold applications for a future process.

Email questions and comments to Michelle Geban (mgeban@njit.edu) and Sanjeannetta Worley (worley@njit.edu).

DESK ATTENDANTS (Summer Dates are listed below.)

The desk attendant will be responsible for:

1. Monitoring the front desk, checking IDs, signing in/out guests, answering phones, etc. **beginning Thursday, May 12 at 4 p.m. through Friday, August 26, 2011 at 4 p.m.**
2. Assisting with check-in and check-out of conference guests and summer school students (as necessary).
3. Assisting with cleaning of rooms on **Friday, May 13, 2011** and when needed throughout the summer.
4. Working on special projects during down times or as needed.

Hours: Cypress and Laurel desks will operate 24 hours each day. Redwood and Oak halls will have a rotating schedule throughout the summer. During certain times they will have hours from 6 a.m. – 5 p.m. Monday through Friday; other times 24 hours operations and sometimes no desk hours. Students applying for this position 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).

CONFERENCE ASSISTANT/CLEANING CREW (Summer Only)

Conference Assistants will be responsible for:

1. Cleaning rooms in Cypress Hall **beginning Friday, May 13 and continuing through Friday, August 26, 2011.**
2. Preparing rooms for conferences (i.e. cleaning and linen distribution, etc.). Schedule 15 hours per week, minimum.
3. Checking-in/out conference guests.
4. Responding to emergencies as needed.
5. Covering the front desk as needed.
6. Cleaning rooms in Redwood and Laurel as needed for conferences.

Hours: Mondays 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 (Summer Only)

Conference Managers are responsible students with some leadership experience and flexible schedules. Conference Managers will be responsible for:

1. Supervising Conference Assistants.
2. Cleaning rooms in Cypress Hall **beginning Friday, May 13 and continuing through Friday, August 26, 2011.**
3. Cleaning rooms in Redwood and Laurel halls as needed for conferences.
4. Preparing rooms for conferences (i.e. cleaning and linen distribution, etc.). Schedule 15 hours per week, minimum.

5. Checking-in/out conference guests.
6. Participating in on-call rotations during the evenings in Cypress/Redwood Halls. Being available to assist conference guests in the evenings and respond to emergencies as needed.
7. Monitoring room and linen inventories and follow-up of cleaning and preparation of rooms and linen.
8. Conference Managers must reside on-campus for the summer.

Hours: Cleaning and supervision hours are Monday through Friday during the day and some evening and weekend hours as needed. On-call duty rotations will average two to four nights per week from 4:00 p.m. to 9:00 a.m. during weekdays and 24-hour cycles for weekends and holidays.

Compensation: Single room in Cypress Hall and twenty hours pay.

NOTE:
If you are selected to be a Resident Assistant or Community Assistant for the fall 2011 semester, you will not be able to work as a CM for summer 2011. You may apply for another summer position.

MAIL PERSON (Summer Dates listed.)

1. The mail person is responsible for forwarding and distributing mail to summer residents and all other appropriate people. Setting up and maintaining the mailrooms and mailroom hours. Hours will be determined with the supervisor of the area assigned.
2. Assisting with the cleaning of rooms in Cypress Hall on **Friday, May 13, 2011**. Any other cleaning duties will be on an as-needed basis.

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

OFFICE ASSISTANT (Summer Dates listed.)

Office assistants will work **Thursday, May 12 through Friday, August 26, 2011**.

Responsibilities will include:

1. Covering the office, answering phones, computer work, furniture inventory, facilities follow-up, etc.
2. Covering the front desk as needed.
3. Assisting with cleaning of rooms on **Friday, May 13, 2011** and when needed throughout the summer.
4. Assisting with conferences, and other administrative tasks as assigned.
5. Office Assistants will be required to work at least 12 hours each week during normal office hours.

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

DESK MANAGER (Summer Dates listed.)

1. Monitoring the front desk, checking IDs, signing-in guests, answering phones, etc. **beginning Thursday, May 12 and continuing through Friday, August 26, 2011.**
2. Assisting with cleaning of rooms on **Friday, May 13, 2011** and when needed throughout the summer.
3. Desk Mangers will coordinate DA schedules and work on projects as needed by the supervisor.
4. Desk Managers are responsible for the supervision of the desk area and its operations.
5. Desk Managers are required to cover vacant hours in the schedule and/or find coverage.
6. The Desk Manager will be responsible for tabulating and forwarding payroll hours for each pay period and tracking hours worked for anyone with housing as compensation.
7. Desk Managers must live on-campus for the summer.

Compensation: Housing in a double room with a roommate in Laurel Hall and five hours pay.

RESIDENT ASSISTANT - SUMMER SCHOOL

The Resident Assistant position requires hired individuals to attend additional training that will be scheduled with the Summer RA supervisor. We will need approximately 7-9 RA's to work on summer school floors. This position begins **May 12 and continues through August 26, 2011.** Summer responsibilities are the similar to those for the regular academic year, which includes administrative tasks, guidance, programming, etc. Other responsibilities include:

1. Check-in/out summer school students for both summer sessions and interim periods.
2. Verification of residents on a consistent basis.
3. Participate in duty rotations from 4:00 p.m. to 9:00 a.m. during weekdays and 24-hour duty rotations on holidays and weekends.
4. Coverage of the front desk as needed.
5. Respond to emergencies. Assist the Conference Managers in handling emergencies in Cypress/Redwood Hall, as needed.
6. Participate in staff meetings scheduled by your supervisor.
7. Available to residents and the Residence Life staff.
8. Participate on a committee. Your supervisor will provide committee information and assignments.

Compensation: Single room in Laurel Hall extension.

NOTE:
If you are selected to be a Resident Assistant or Community Assistant for the fall 2011 semester, you will not be able to work as a CA for summer 2011. You may apply for another summer position.