RESIDENCE LIFE OFFICE
STAFF POSITIONS
FALL 2019 - SPRING 2020

Residence Life is seeking individuals interested in working in the residence halls during the fall 2019 semester through spring 2020. We are looking for individuals who are easy to work with, flexible, assertive, attentive to detail, reliable and responsible.

QUALIFICATIONS FOR ALL POSITIONS

Applicants:

● Must be NJIT students and registered for fall 2019.
● Cannot be on the Residence Life or University disciplinary lists from summer 2018 or academic year 2018-2019.
● Must be able to work independently and follow Residence Life and NJIT policies and procedures.
● Must be making Satisfactory Academic Progress (SAP).
● Must be available for the following employment periods:
  o Fall: Sunday, August 25, 2019 – Sunday, December 22, 2019
  o Winter: Sunday, December 22, 2019 – Sunday, January 19, 2020
    • You can work winter break as a regular DA only, not a graveyard break DA
    • Winter break is not mandatory
  o Spring: Sunday, January 19, 2020 – Sunday, May 17, 2020
 o Employment periods are subject to change.
● If hired you must complete an online training module with seven (7) days after given access; specific dates will be given at a later date
  o New staff must get 85% minimum
  o Returner staff must get 90% minimum
● Must be available for in-person training on the following date:
  o Saturday, August 24, 2019 from 9am – 4pm
● You can work a maximum of 20 hours per week in total for all of your on campus jobs during this employment period except for winter break in which you can work up to 40 hours per week
● If you are selected as an RA for the fall 2019 or spring 2020 semester, you will no longer be eligible for any of these positions
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.
- 20 hours per week academic year and Thanksgiving break.
- 40 hours per week during winter break and spring break.
- The following are the currently payroll rates; they are subject to change:
  - The standard pay rate is $10.00 per hour.
- 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 is NOT an option during the regular academic year; it is only available during the summer.*

**PROCESS OVERVIEW:**

- Resume submission and screening
- Attendance at an information session (by invite only)
- Application submission and screening
- Interview sign up and confirmation
- Interviews
- Interview results email
- Onboarding tasks and training

**RESUME SUBMISSION:**

- Upload your resume to [https://tinyurl.com/19resume](https://tinyurl.com/19resume).
- Your resume MUST have your NJIT email address.
- The deadline is Monday, March 18, 2019 by 11:59pm.
- All resumes will be screened and the next step is by invite only.
- **NO RESUMES WILL BE ACCEPTED IN-PERSON, VIA EMAIL, OR AT THE INFORMATION SESSION.**
- **YOU CANNOT SUBMIT RESUMES FOR SOMEONE ELSE.**

**INFORMATION SESSION:**

You will be invited to attend an information session on one of the following days:

- **Wed. 03/27:** 3pm – 4pm
- **Fri. 03/28:** 11am – 12pm

The location will be sent out in the invitation email. You must have your NJIT ID with you at this session. You will receive information about the application and interview process. Failure to attend the information session results in forfeiture of your candidacy. **NO EXCEPTIONS WILL BE MADE.**
EMPLOYMENT PROCESS TIMELINE FALL 2019 – SPRING 2020:

- **Mon. 3/11 – Mon 3/18**: Upload your resume to [https://tinyurl.com/19resume](https://tinyurl.com/19resume)
- **Fri. 3/22**: Invitation to the info sessions
- **Wed. 03/27**: Information session #1 (Common Hour)
- **Fri. 03/29**: Information session #2 (Common Hour)
- **Fri. 03/29 – Mon. 04/01**: Application available
  - The application will be available Fri. March 29th by 4:30pm through Mon. April 1st at 11:59pm
  - 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.
- **Tues. 04/02 – Wed. 04/03**: Interview sign up
  - Interview sign up email will be sent on Tues. April 2nd by 4:30pm and candidates will have until Wed. April 3rd at 11:59pm to sign up for an interview.
  - Interview slots will be filled on a first-come, first-serve basis.
- **Thurs. 04/04**: Interview confirmations will be sent to candidates by 4:30pm.
- **Thu. 04/11 – Thu. 04/18**: Interviews
- **Wed. 04/24**: Interview results go out
  - Decisions are emailed out on Wed. April 24th by 4:30pm
- **Sun. 04/28**: Deadline to accept position
  - This will be done by filling out an online intent form by 11:59pm
- **Sun. 04/28**: 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
- **Mon. 8/12**: Potential training start date for Desk Managers and Desk Manager Alternates
  - more details as the date nears
- **Fri. 07/26 – 08/04**: Period to complete online training modules (Fall only)
  - This is done through access to the department’s Student Staff Moodle page
- **Sat. 08/24**: In person training
  - 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.

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**Office Assistant**

**Responsibilities**

- Begin working the fall 2019 through spring 2020 employment period Tuesday, September 3, 2019 through Sunday, May 17, 2020 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.
- 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.

**Hours**

- Will be determined with the supervisor of the area assigned.

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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.
- Working 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**

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

**Graveyard Break Desk Attendant**

**Responsibilities**
- Relieving graveyard DAs of their 30 minute break and any bathroom breaks.
- Call in the DM on duty to check-in utilizing the graveyard DA duty phone at the beginning of your shift.
- Maintain 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.
- Be courteous in greeting and assisting residents.
- Make sure all equipment is working / supplies are stocked upon arrival to the shift.
- 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**
- 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

**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