RESIDENCE LIFE OFFICE
STAFF POSITIONS
SPRING 2019

Residence Life is seeking individuals interested in working in the residence halls during the spring 2019 semester. 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 (undergraduate or graduate) and registered full time for the spring 2019 semester.
- 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:
  - Spring: Saturday, January 19, 2019 – Saturday, May 18, 2019
  - If hired, must be available for in-person training on Friday, December 14, 2018 from 10am-4pm
  - Must be available to attend staff meeting on Friday, January 18, 2019 (time TBD)
  - If you are selected as a RA for the spring 2019 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 hourly pay rate is $8.60 for all day hours
  - The desk night differential (11:30pm-7:30am) is $9.60/hour
  - Desk Managers will be paid $13.66/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:

- Pre-Screening Application with resume submission (upload onto application)
- Information Session (must attend to gain access to departmental application)
- Departmental Application
- Interview sign up and confirmation
- Interviews
- Results via email
- Administrative tasks and training

RESUME SUBMISSION:

Upload your resume onto the pre-screening application at [https://tinyurl.com/deskopsprescreen](https://tinyurl.com/deskopsprescreen)

- Your resume MUST have your NJIT email address and be submitted via your NJIT email account
- Make sure your resume is geared towards the position job description
- All resumes will be screened in addition to the pre-application
- **NO RESUMES WILL BE ACCEPTED IN-PERSON**
- **YOU CANNOT SUBMIT RESUMES FOR SOMEONE ELSE**

INFORMATION SESSION:  **SEATING IS LIMITED**

If invited to the next step you must sign up to attend ONE of the following information sessions:

- Fri. 11/9: 11:30am – 1pm
- Sat. 11/10: 9:30am – 11am

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 interviews there. There is screening at every level.

EMPLOYMENT PROCESS TIMELINE – SPRING 2019:

- **Mon. 10-29 – Sun. 11/4:** Pre-Screening Application Available via link ([https://tinyurl.com/deskopsprescreen](https://tinyurl.com/deskopsprescreen))
  - The application will be available from **Mon. October 29th and due by Sun. November 4th at 11:59pm.**
  - The applicants are screened and then those who make it to the next round will receive email invitation to attend the information session.
- **Wed. 11/7:** Invite to the info sessions
- **Fri. 11/9:** Information Session #1 (please keep this date available in case you receive an invitation)
- **Sat. 11/10:** Information Session #2 (please keep this date available in case you receive an invitation)
- **Sat. 11/10 – Mon. 11/12:** Application available
  - The application will be available Saturday, November 10th at 1:00pm through Monday, November 12th at 12:00pm
  - 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
- **Thur. 11/15:** Interview sign up
  - Interview sign up will be Thu. November 15th after 9:00am until Fri. November 16th at 11:59pm
  - Interview slots will be filled on a first-come, first-serve basis.
• **Tue. 11/20 Interview slot confirmation email**  
  o Interview slot confirmations will go out Tues. November 20th by 6:00pm  
  o If there are any questions or concerns regarding your interview, you must send them by 9am on Wednesday, November 21st. No emails will be accepted after that time nor responded to through the holiday weekend (November 22-November 25)

• **Mon. 11/26 – Sun. 12/2:** Interviews  
  • Fri. 12/7: Interview results go out  
    o Decisions are emailed out on Fri. December 7, 2018 by 11:59pm  
  • Mon. 12/10: Deadline to accept position  
    o This will be done by filling out an online intent form by 11:59pm on 12/10  
  • Mon. 12/10: Deadline for filling out the university job application via Cornerstone  
    o This will be done by filling out an online University job application through instructions provided.

• **Fri. 12/14:** In person training  
  o 9am – 4pm  

• **Fri. 1/18:** Mandatory staff meeting  
  o Times TBD

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

**RESPONSIBILITIES:**

The following are the responsibilities for each of the positions. Please read each of them currently. 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 at the start of the spring 2019 semester on Tuesday, January 22, 2019 through Friday, May 17, 2019 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.
Desk Attendant

Responsibilities
- Begin working the spring 2018 employment period Saturday, January 19, 2019 through Saturday, May 18, 2019.
- 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.

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
- Begin working the spring 2018 employment period Saturday, January 19, 2019 through Saturday, May 18, 2019.
- Relieving graveyard DAs of their 30 minute break and any bathroom breaks.
- Check-in with the DM via 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.

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 igarcia@njit.edu