Residence Life is seeking individuals interested in working in the residence halls during summer 2019. 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 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).

Summer Applicants:
- Must be registered for at least one session during summer 2019 or fall 2019.
  - 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.
- Applicants that have full-time jobs or planning lengthy summer vacations will be given a lower priority.
- Must be available for the following employment periods:
  - Sunday, May 19, 2019 at 7:30am through Sunday, August 25, 2019 at 7:30am.
  - RA’s & CM’s must begin duty rotation at 4:30pm on Friday, May 17, 2019.
- If hired, they must complete an online training module with 85% between Monday, April 29, 2019 and Sunday, May 5, 2019.
- Must be available for in-person training on the following dates:
  - Training #1: Wednesday, May 8, 2019 from 10am – 12pm
    - This is for RAs, OAs, and CMs only
  - Training #2: ALL SUMMER STAFF
    - Friday, May 17, 2019 from 9am to 4pm
    - The in-person 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 5/19 – 5/25 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 2019 semester, you will not be able to work as a Resident Assistant or Conference Manager for summer 2019.

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: $8.85 per hour
  - Conference Manager Rate: $9.00 per hour and housing
  - Desk Managers Rate: $13.91 per hour
● 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
● 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 SUMMER & FALL 2019:

- Mon. 3/11 – Mon 3/18: Upload your resume to 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. 04/29 – Sun. 05/05: Period to complete online training modules (Summer only)
- Wed. 05/08: In person 2 hour training (RAs, DMs, OAs, CMs)
  - This includes alternates of these respective roles.
- Fri 05/17: Mandatory in-person 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.
**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.

**Special Note**
- If you are selected as a RA for the fall 2019 semester, you are not eligible for this position.

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**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 2019 semester, you will NOT be able to work as an Office Assistant, Desk Manager or Desk Attendant for fall 2019.

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**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 2019 semester, you will NOT be able to work as an Office Assistant, Desk Manager or Desk Attendant for fall 2019.

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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 2019 semester, you will NOT be able to work as an RA for summer 2019.
- If you are selected as an RA for the summer, you will NOT be able to work as an RA for the academic year.

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**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!!