Residence Life is seeking individuals interested in working in the residence halls during summer 2023. 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 2022 or academic year 2022-2023.
- 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 2023 or fall 2023.
  - 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 14, 2023 at 7:30am through Sunday, August 27, 2023 at 7:30am.
  - Summer RA’s & CM’s may be required to begin duty rotation at 4:30pm on Friday, May 13, 2023.
- **Must be available for training on the following dates:**
  - Training #1: Thursday, May 4, 2023 from 2:30pm-4:30pm (Reading Day)
    - This is for DMs, RAs, OAs, and CMs only
  - Training #2: ALL SUMMER STAFF
    - Saturday, May 13, 2023 from 9am to 4pm
    - The 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 5/14 – 5/20 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 2023 semester, you will not be able to work as a Summer Resident Assistant or Conference Manager for summer 2023.**

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 prior to the start of employment.
- The following are the current pay rates:
  - Standard Pay Rate: $14.13 per hour
  - Conference Manager Rate: $14.13 per hour and housing
  - Desk Managers Rate: $17.00 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 the summer position.
- Individuals will be allowed to work in more than one hall with combined hours not exceeding more than extra 8
hours in a 24-hour period.

_Housing (Summer Only):
- Applicants that are requesting summer housing as compensation are expected to work 25 hours per week.
- 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.
  - Summer housing will be a double room in Maple Hall.
- Not fulfilling your hourly requirement for summer housing will result in a charge for your housing assignment.

**PROCESS OVERVIEW:**
- Information sessions
- Attendance to at least ONE information session
- Reslife Questionnaire
- Application link and screening
- Interview sign up and confirmation
- Interviews
- Results via email
- Onboarding tasks and training

**INFORMATION SESSION:**
You must sign up to attend ONE of the following information sessions:
- **Wed. 03/22:** Common Hour – In-Person
  - Tiernan Lecture Hall 2
  - Common Hour: 2:30pm – 4pm
- **Fri. 03/24:** Common Hour - Virtual
- **Sat. 03/25:** Virtual

For all virtual sessions we will be using the following link: [https://njit.webex.com/meet/sam95](https://njit.webex.com/meet/sam95). The location of the In-Person meeting will be Tiernan Lecture Hall 2. 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. For ALL Information sessions, once the session has begun you are no longer allowed in the meeting.

**EMPLOYMENT PROCESS TIMELINE FALL 2023 – SPRING 2024:**
- **Wed. 03/22:** Information Session #1 In Person
  - Tiernan Lecture Hall 2
  - Common Hour: 2:30pm – 4pm
- **Fri. 03/24:** Information Session #2 Virtual
  - Common Hour: 11:30am - 1pm
- **Sat. 03/25:** Information Session #3 Virtual
  - 12pm - 1:30pm
- **Mon. 03/27 – Fri. 03/31:** Student Employment Questionnaire
- **Mon. 04/03 – Wed. 04/05:** Application available
  - The application will be available Monday, April 3rd – Wednesday, April 5th
  - 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. 04/10 – Wed. 04/12:** Interview sign up (signup.com)
  - Interview sign up will be Monday April 10th by 4:30pm until Tuesday April 12th at 4:30pm
  - Interview slots will be filled on a first-come, first-serve basis
• **Mon. 04/17 & Tues. 04/18:** Interviews
  
  • **Fri. 04/21:** Interview results go out
  
  o Decisions are emailed out on Friday, April 21st by 4:30pm

• **Mon. 04/24:** Deadline to accept position
  
  o This will be done by filling out an online intent form

• **Mon. 04/24:** Deadline for filling out university job application via Cornerstone
  
  o This will be done by filling out an online University job application through a private link

• **Wed. 05/04:** Training (RAs, DMs, OAs, CMs) from 2:30pm - 4:30pm
  
  o This includes alternates of these respective roles
  
  o More details will be sent out from the direct trainer.

• **Sat 05/13:** Mandatory In-Person training for all summer staff
  
  o 9am - 4pm

If you have any questions please email [shamier.mckenzie@njit.edu](mailto:shamier.mckenzie@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, management, and rooms set up)
- 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
- Standard Hourly pay or assigned housing in the hall designated for summer housing.

Conference Manager

Responsibilities
- Supervise Conference Assistants.
- Clean rooms in all halls as needed for conferences.
- Prepare rooms for conferences (i.e. cleaning and linen, management, and rooms set up)
- Check-in/out conference guests.
- Monitor conferencing supplies and linen inventories.
- Monitor the cleaning and preparation of rooms and other spaces within the halls.
- Participate in on-call rotations during the evenings, weekends, holidays, and emergency closings.
- Participate in weekly staff meetings.
- 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 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.
Compensation
- Single Room in Cypress, Redwood, or Honors Hall and hourly pay at the CM rate.
- Housing assignment is subject to change.

Special Note
- If you are selected as a RA/CA for the fall 2023 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.
- 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.
- Cover the front desk as needed.
- 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 25 for housing.
- Will be determined with the supervisor of the area assigned.

Compensation
- Hourly pay or assigned housing in the hall designated for summer housing.

Special Note
- If you are selected as a RA/CA for the fall 2023 semester, you will NOT be able to work as an Office Assistant, Desk Manager or Desk Attendant for fall 2023.

Summer Facilities Assistant

Responsibilities
- Aid and support the staff in Facilities Services Department
- Enter and follow up on maintenance request doe all residence halls
- Move furniture from one residence hall room/hall to another location
- Must be dependable/reliable; ability to take initiative; detail-oriented
- Must have excellent verbal and written communication skills
- Follow office standards including appropriate dress
- Ability to work with and maintain confidential information
- Ability to move, lift or exert force sometimes over 100 pounds on equipment, materials, and tools.
- Must be able to work on feet for long periods of time, balance, reach, stoop, kneel, and stretch within limited size. Able to work inside and outdoors during cold and hot conditions.
- Other duties/tasks as assigned.
**Hours**
- 20 hours per week
- Will be determined with the supervisor of the area assigned.

**Compensation**
- Assigned housing in the hall designated for summer housing.

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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 standard rate or assigned housing in the hall designated for summer housing.

**Special Note**
- *If you are selected as a RA/CA for the fall 2023 semester, you will NOT be able to work as an Office Assistant, Desk Manager or Desk Attendant for fall 2023.*
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

- Assigned housing in the hall designated for summer housing.

Special Note

- If you are selected as a RA/CA for the Fall 2023 semester, you will NOT be able to work as an RA for summer 2023.

Desk Manager

- Begin working the summer 2023 through spring 2024 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 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 afore listed positions or the application process, please email shamier.mckenzie@njit.edu. This does not include academic year Resident and Community Assistants.

Good Luck!