RESIDENCE LIFE OFFICE
STAFF POSITIONS
FALL 2018 - SPRING 2019

Residence Life is seeking individuals interested in working in the residence halls during the fall 2018 semester through spring 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:
- Must be NJIT students and registered for fall 2018
- Cannot be on the Residence Life or University disciplinary lists from summer 2017 or academic year 2017-2018
- 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:
  - Fall: Saturday, September 01, 2018 – Saturday, December 22, 2018
  - Winter: Saturday, December 22, 2018 – Saturday, January 12, 2019
    - You can work winter break as a regular DA only, not a graveyard break DA
    - Winter break is not mandatory
  - Spring: Saturday, January 12, 2019 – Saturday, May 11, 2019
- 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
  - New staff must get 85% minimum
  - Returner staff must get 90% minimum
- Must be available for in-person training on ONE of the following dates (limited seating):
  - Training Option #1: Wednesday, August 29, 2018 10am – 4pm
  - Training Option #2: Thursday, August 30, 2018 10am – 4pm
- DMs will start training as early as Monday, August 13, 2018; more details as the date nears
- 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 a RA for the fall 2018 or 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:**
- Resume submission and screening
- Information session selection invite
- Attendance to an information session
- Application link and screening
- Interview sign up and confirmation
- Interviews
- Results via email
- Onboarding tasks and training

**RESUME SUBMISSION:**
- Upload your resume to [https://tinyurl.com/18resume](https://tinyurl.com/18resume)
- Your resume MUST have your NJIT email address
- Make sure your resume is geared towards the position job description
- The deadline is Wednesday, March 14, 2018 by 11:59pm
- All resumes will be screened and the next step is 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:** *Seating is limited*

If invited to the next step you must sign up to attend ONE of the following information sessions:
- Wed. 03/21: 3pm – 4pm
- Sat. 03/24: 1pm – 2pm
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 FALL 2017 – SPRING 2018:

- Wed. 3/07 – Wed. 3/14: Email submission of resume
- Fri. 3/16: Invite to the info sessions
- Wed. 03/21: Information session #1
- Sat. 03/24: Information session #2
- Sun. 03/25 – Mon. 03/26: Application available
  - The application will be available Sun. March 25th at 9:00am through Mon. March 26th 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. 03/27 – Wed. 03/28: Interview sign up
  - Interview sign up will be Tues. March 27th after 9:00pm until Wed. March 28th at 11:59pm
  - Interview slots will be filled on a first-come, first-serve basis
- Thurs. 03/29: Interview slot confirmation emails go out
  - Interview slot confirmations will go out Thurs. March 29th by 4:30pm
- Mon. 04/02 – Sun. 04/08: Interviews
- Wed. 04/11: Interview results go out
  - Decisions are emailed out on Wed. April 11th by 4:30pm
- Fri. 04/13: Deadline to accept position
  - This will be done by filling out an online intent form
- Fri. 04/13: 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. 04/17: Potential training start date for Desk Managers and Desk Manager Alternates
  - More details as the date nears
- Tues. 07/31 – Thu. 08/09: Period to complete online training modules (Fall only)
  - This is done through access to the department’s Student Staff Moodle page
- Wed. 08/29: In person training (option #1)
  - 10am – 4pm
- Thurs. 08/30: In person training (option #2)
  - 10am – 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 currently. Applicants are encouraged to speak with someone currently in the position to gain more knowledge about what each student staff member does.
Office Assistant

Responsibilities
- Begin working the fall 2018 through spring 2019 employment period Tuesday, September 04, 2018 through Saturday, May 11, 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 fall 2018 through spring 2019 employment period Saturday, September 01, 2018 through Saturday, May 11, 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 fall 2018 through spring 2019 employment period Saturday, September 01, 2018 through Saturday, May 11, 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

Desk Manager

Responsibilities
- Begin working the fall 2018 through spring 2019 employment period Saturday, September 01, 2018 through Saturday, May 11, 2019.
  - You must work during winter break
- Desk Managers will coordinate Desk Attendant schedules and develop/facilitate Desk Attendant training
- Oversee the Desk Attendants monitoring the front desk, checking IDs, signing in guests, answering phones, etc.
- Desk Managers will work on other projects as needed by the supervisor
- Desk Managers are responsible for the supervision of the desk area and its operations
- The Desk Manager will be responsible for tabulating payroll hours for each pay period and tracking hours worked for anyone with housing as compensation.
- Attend weekly staff meetings
- Attend 1-on-1 meetings with the Residence Coordinator as scheduled.
- Submit duty logs by 10am the next day each day the DM is on duty
- Meet with staff documented for low level violations/issues
Submit weekly checklist pertaining to your respective desk
Be courteous and assist students and conference guests with questions, etc.
Assist the department with University events when requested
Have knowledge of and follow all policies and procedures as outlined in the DA manual

Requirement
Desk Managers must either live on-campus or within 5 minutes walking 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 day or night rate
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 positions available within Residence Life (non-academic year Resident Assistant) or the application process, please email jgarcia@njit.edu