Residence Life is seeking individuals interested in working in the residence halls during the spring 2018 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 spring 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:**
  - Spring: Saturday, January 13, 2018 – Saturday, May 12, 2018
- 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 Thursday, January 11, 2018 from 10am-4pm**
- **Must be available to attend staff meeting on Friday, January 12, 2018 (time TBD)**
- You can work a maximum of 20 hours per week in total for all of your on campus jobs during this employment period.
- **If you are selected as a RA for the spring 2018 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 $8.44 for all day hours
  - The desk night differential (11:30pm-7:30am) is $9.38/hour
  - Desk Managers will be paid $13.50/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:**

- Application link with resume submission (upload onto application) and screening
- Interview sign up and confirmation
- Interviews
- Results via email
- Administrative tasks and training

**RESUME SUBMISSION:**

- Upload your resume onto the application at [https://tinyurl.com/reslife18](https://tinyurl.com/reslife18)
- 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 application
- **NO RESUMES WILL BE ACCEPTED IN-PERSON**
- **YOU CANNOT SUBMIT RESUMES FOR SOMEONE ELSE**

**EMPLOYMENT PROCESS TIMELINE FALL 2017 – SPRING 2018:**

- **Wed. 11/29 – Fri. 12/1:** Application Available via link ([https://tinyurl.com/reslife18](https://tinyurl.com/reslife18))
  - The application will be available from **Wed. November, 29th and due by Fri. December 1st at 12pm.**
  - The applicants are screened and then those who make it to the next round will receive email instructions on how to sign up for an interview
- **Tue. 12/5 Interview sign up**
  - Interview sign up will be Mon. December 4th after 9:00pm until Tue. December 5th at 11:59pm
  - Interview slots will be filled on a first-come, first-serve basis.
- **Thurs. 12/7 Interview slot confirmation email**
  - Interview slot confirmations will go out Thurs. December 7th by 12:00pm
- **Fri. 12/8 – Wed. 12/13:** Interviews
- **Mon. 12/18:** Interview results go out
  - Decisions are emailed out on Mon. December 18, 2017 by 11:59pm
- **Wed. 12/20:** Deadline to accept position
  - This will be done by filling out an online intent form by 11:59pm on 12/20
- **Wed. 12/20:** Deadline for filling out SEMS job application
  - This will be done by filling out an online University job application through a private link
- **Fri. 12/22 – Mon. 1/1:** Period to complete online training modules
  - This is done through access to the department’s Student Staff Moodle page
• Thurs. 1/11: In person training
  ○ 10am – 4pm
• Fri. 1/12: Mandatory staff meeting
  ○ 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.

Office Assistant

Responsibilities
• Begin working the spring 2018 employment period Tuesday, January 16, 2018 through Saturday, May 12, 2018 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 13, 2017 through Saturday, May 12, 2018
• 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

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**Graveyard Break Desk Attendant**

**Responsibilities**
- Begin working the spring 2018 employment period Saturday, January 13, 2018 through Saturday, May 12, 2018.
- 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

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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