RESIDENCE LIFE OFFICE
STAFF POSITIONS
SUMMER 2018

Residence Life is seeking individuals interested in working in the residence halls during summer 2018. We are looking for individuals who are easy to work with, flexible and responsible.

QUALIFICATIONS FOR ALL POSITIONS

Applicants:
● Applicants must be NJIT students and registered for at least one summer class or 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)

Summer Applicants:
● Must be registered for at least one session during summer 2018 or fall 2018
● 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:**
  ○ Saturday, May 12, 2018 at 7:30am through Saturday, September 01, 2018 at 7:30am
● If hired, they must complete an online training module with 85% between Friday, April 13, 2018 and Friday, April 20, 2018
● **Must be available for in-person training on the following dates:**
  ○ Training #1: Wednesday, May 02, 2018 from 10am – 12pm
    ○ This is for RAs, DMs, OAs, MPs, GSs, and CMs only
  ● Training #2: (pick one)
    ○ Friday, May 11, 2018 from 9am to 12pm
    ○ Saturday, May 12, 2018 from 1pm to 4pm
    ■ OAs must attend on Saturday
● The in-person training is paid at the day rate for those with payroll compensation and will count towards your 20 hour weekly minimum for those with housing compensation
  ○ The housing hours will count towards the 5/6 – 5/12 work week
● **For those with housing as compensation and conference staff:**
  ○ It is mandatory to work the cleaning day
  ○ The cleaning day hours DO NOT impact your 20 hour weekly minimum for that week; these would be additional hours
● If you cannot start your assigned first shift, you will be an alternate
● You can work a maximum of 40 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 fall 2018 semester, you will not be able to work as a Resident Assistant or Conference Manager for summer 2018**

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 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
- Conference Managers will be paid $9.00/hour
- Desk Managers will be paid $13.66/hour

- If you currently work for Residence Life and switch jobs for the summer, you will be paid at the rate for 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
- You will be notified when to sign up for summer housing
- If your interest in living on-campus for the summer is contingent on your 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
- 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 SUMMER & FALL 2018:

- Wed. 3/07 – Wed. 3/14: Upload your resume to https://tinyurl.com/18resume
- 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
- Sat. 04/14 – Sun. 04/22: Period to complete online training modules (Summer only)
  - This is done through access to the department’s Student Staff Moodle page
- Wed 05/02: In person 2 hour training (RAs, DMs, MP, GS, CMs)
  - this includes alternates
- Fri 05/11: In person training (option #1)
  - Open to 50% of summer staff (EXCEPT OAs & OAAs)
  - 9am – 12pm
- Sat 05/12: In person training (option #2)
  - Open to 50% of summer staff – mandatory for OAs & OAAs
  - OA training 10am to 12pm
  - General training 1pm to 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. Again, applicants are encouraged to speak with someone currently in the position to gain more knowledge about what each student staff member does.
Mail Person

Responsibilities
- Forwarding and distributing mail to summer residents and all other appropriate people
- Setting up and maintaining the mailrooms and mailroom hours

Hours
- Hours will be determined with the supervisor of the area assigned

Compensation
- Housing (Double room with a roommate in Laurel Hall)

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

Hours
- Scheduled for 15-20 hours per week
- Monday through Fridays during the day and some evening and weekend hours as needed

Compensation
- Hourly Pay or Housing (Double room with a roommate in Laurel Hall.)

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 and follow-up of cleaning and preparation of rooms and linen
- Participate in on-call rotations during the evenings
- Be available to assist conference guests in the evenings and respond to emergencies as needed
Requirement
- Conference Managers must reside on-campus for the summer

Hours
- Scheduled for 15-20 day hours of work per week
- Cleaning and supervision hours are Monday through Friday during the day and some evening and weekend hours as needed
  - This is how your pay is earned
- Participate in duty rotations from 4:00pm to 9:00am during weekdays and 24-hour duty rotations on weekends and holidays
  - This is how your housing is earned

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 2018 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, accepting, logging, and distributing 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

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 Laurel Hall.)

Special Note
- If you are selected as a RA for the fall 2018 semester, you will NOT be able to work as an Office Assistant, Desk Manager or Desk Attendant for fall 2018.
**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

**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 Laurel Hall.)

**Special Note**
- If you are selected as a RA for the fall 2018 semester, you will NOT be able to work as an Office Assistant, Desk Manager or Desk Attendant for fall 2018

**Desk Manager**

**Responsibilities**
- 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.
- Work on other desk operation related projects as needed by the supervisor
- Manage their assigned desk area and its operations; when on call they will attend to the other desks as needed
- Supervise the Desk Attendants
- Tabulate payroll hours for each pay period and track 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

**Hours**
● Desk Managers are required to cover vacant hours in the schedule and/or find coverage
● Participate in duty rotations from 4:00pm to 9:00am during weekdays and 24-hour duty rotations on weekends and holidays for the summer

**Compensation**
● Housing in a double room with a roommate in Laurel Hall and five hours pay at the DM rate
● If you don’t prefer housing you are given 15 hours per week at the DM rate

**Special Note**
● *If you are selected as a RA for the fall 2018 semester, you will NOT be able to work as an Office Assistant, Desk Manager or Desk Attendant for fall 2018*
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!!