

RESIDENCE LIFE OFFICE STAFF POSITIONS FALL 2024 - SPRING 2025



The Residence Life Office is seeking individuals interested in working in the residence halls during the Fall 2024-Spring 2025 academic year. We are looking for individuals who are hardworking, flexible, assertive, attentive to detail, reliable and responsible.

QUALIFICATIONS FOR ALL POSITIONS

Applicants:

- Must be current NJIT students and registered for Fall 2024.
- **Cannot** be on the Residence Life or University disciplinary lists from Summer 2023 or academic year 2023-2024.
- 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:** Sunday, August 25, 2024 – Sunday, December 22, 2024
 - *Must attend Virtual **Mandatory** Fall Staff Meeting on Thursday August 22, 2024 from 1pm-3pm*
 - **Winter:** Sunday, December 22, 2024 – Sunday, January 19, 2025
 - *You can work winter break as a regular DA only, not a graveyard break DA.*
 - *Winter break is not mandatory however if selected to work during winter break, must attend Virtual winter staff meeting on Friday, December 20, 2024 from 11am-1pm*
 - **Spring:** Sunday, January 19, 2025 – Sunday, May 18, 2025
 - *Must attend Virtual **Mandatory** spring staff meeting on Friday, January 17, 2025 from 1-4pm*
 - Employment periods are subject to change.
- **Must be available for a training on the following date:**
 - **Saturday, August 24, 2024 from 9am – 4pm**
 - *(Time of Training may be subjected to changes)*
- 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 an RA for the fall 2024 or spring 2025 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 current payroll rates; they are subject to change:
 - The standard pay rate is \$15.13 per hour.
 - Desk Managers receive housing during the academic year in a single room in either Laurel or Oak Hall
- 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:

- Information sessions
- Attendance to an 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 attend ONE of the following information sessions:

- Wed. 03/06: Common Hour - In Person
- Fri. 03/08: Common Hour - In Person
- Sat. 03/09: Virtual - <https://njit.webex.com/meet/sam95>

The location will be in ***Cullimore Lecture Hall 2*** for In Person Sessions.. 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 2024 – SPRING 2025:

- Wed. 03/06: Information Session #1 In Person
 - Common Hour: 2:30pm – 4pm
- Fri 03/08: Information Session #2 Virtual
 - Common Hour: 11:30am-1pm
- Sat 03/09: Information Session #3 Virtual
 - 12pm-1:30pm
- Mon 03/11 – 03/20 Student Employment Questionnaire
- Fri 03/22 – Mon 3/25: Application available
 - The application will be available Fri March 22nd – Mon. March 25th
 - 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
- Wed. 03/27– Thurs. 03/28: Interview sign up (signup.com)
 - Interview sign up will be Wed. March 27th by 4:30pm until Thurs. March 28th at 4:30pm
 - Interview slots will be filled on a first-come, first-serve basis
- Mon. 04/01 & Tues 04/02: Interviews
- Fri. 04/10: Interview results go out
 - Decisions are emailed out on Friday, April 10th by 4:30pm

- Mon. 04/19: Deadline to accept position
 - This will be done by filling out an online intent form
- Mon. 05/11: 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
- Fri. 8/09: Potential return date for Desk Managers and Desk Manager Alternates
 - More details as the date nears (*Subject to Change*)
- Mon. 08/12: Residence Life Leadership Development (RLD) – Tentative Date
 - For Desk Managers and Desk Manager Alternates ONLY
 - Required Student Leadership Training (Details will be released closer to the date)
 - (*Subject to Change*)
- Sat. 08/24: Training
 - Mandatory for all staff starting after January 1, 2024
 - 9am – 4pm

If you have any questions please email 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.

Office Assistant

Responsibilities

- Begin working the fall 2024 through spring 2025 employment period Sunday, August 25, 2024 through Sunday, May 18, 2025 during regular Mon. – Fri. 8:30am – 4:30pm 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
- Being 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 by supervising professional staff

Hours

- Will be determined with the supervisor of the area assigned based on respective halls needs and OA's availability.

Desk Attendant

Responsibilities

- Begin working the fall 2024 through spring 2025 employment period Sunday August 25, 2024 through Sunday, May 18, 2025.
- 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.
- Other duties/tasks as assigned.

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 Desk Attendant

Responsibilities

- Begin working the fall 2024 through spring 2025 employment period Sunday August 25, 2024 through Sunday, May 18, 2025.
- 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.
- Other duties/tasks as assigned.

Hours

- Students must be available to work overnight; 11:30am-7:30am at least 2 days out of the week.
- Students must have a flexible schedule and must be able to work both day and evening hours.
- Graveyard Desk Attendant will still be able to pick up other shifts, they will be prioritizing graveyard shifts.

Graveyard Break Desk Attendant

Responsibilities

- Begin working the fall 2024 through spring 2025 employment period Sunday August 25, 2024 through Sunday, May 18, 2025.
- Relieving graveyard DAs of their 30 minute break and any bathroom breaks.
- Call in the DM on duty to check-in utilizing 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.
- Other duties/tasks as assigned.

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

- Begin working the summer 2024 through spring 2025 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, if necessary (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

- Desk Managers must maintain a cumulative and term of 2.5 GPA

Hours

- Desk Managers receive housing during the academic year in a single room in either Laurel or Oak Hall
- 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 positions available within Residence Life (non-academic year Resident Assistant) or the application process, please email shamier.mckenzie@njit.edu