

Residential Living Summer Residential Living Staff Instructions

(this page is for your records only)

Attached is the **Summer Residential Living Staff supplemental application**, which should be completed and submitted to the Residential Living Office. The deadline to return all application materials is **Wednesday, April 13, 2022 at 4:59pm**.

Along with your application, the following items should also be completed for an application to be accepted:

- Go to the **Career Services** website and complete the On Campus Employment Application on Handshake; if you experience issues with the application, or are unsure if it was submitted correctly, contact Career Services directly.
 - **Summer Residential Living Staff position** - Job ID: **6132765**
- One (1) copy of your Summer Class Schedule and any other weekly commitments, if available. Keep in mind you are not required to enroll in summer courses, but it is strongly encouraged. If you have not yet registered for summer classes, there is a section on the application itself to enter your anticipated class schedule for the summer.

Please note, we will not consider applicants with incomplete applications. All application materials must be included, and the application must be signed and dated.

Shared Position Qualifications (Note: There is only one application, we will discuss your position preferences during the interview process)

Residential Living seeks candidates who enjoy working in a community setting and fostering a living/learning community.

Applications will **not** be accepted or interviews scheduled for anyone not meeting the below criteria. Selected applicants must:

- Work desk hours
- Perform duty rounds and having night duty responsibilities
- Check people in/out of the residence halls
- Provide tours of the residence hall during student orientations and other University events
- Attend mandatory staff training the week before the Summer I term begins
- Preferably, be a resident at least one semester prior to being employed
- While not required, it is recommended to be enrolled in both summer sessions
- Other duties as assigned by Residential Living and the Area Coordinator/Residence Hall Director

Summer Staff Job Description Summary	Summer Resident Assistant Job Description Summary
<p>Summer Staff members will live in an assigned residence hall for the summer. These staff members will assist in the operation of the hall and Residential Living over the summer.</p> <ul style="list-style-type: none"> • Summer Staff are not required to be enrolled for the summer sessions, but are strongly encouraged • Summer Staff are not required to possess a minimum grade point average (GPA) 	<p>Summer RA staff members will live in an assigned residence hall for the summer. These staff members will assist in the operation of the hall. Selected applicants must:</p> <ul style="list-style-type: none"> • Possess a 2.5 GPA the long semester prior to applying (fall), as well as the semester prior to being employed (spring) • Develop community through relationship-building and hall programming for the summer residents

Compensation

Summer RA & Staff members will receive a free room for the Summer I and Summer II terms, a meal plan for the Summer I and Summer II terms, and a \$50 stipend paid twice in the Summer I term and twice in the Summer II term. Staff members living on campus for 2022-2023, will not be required to move out of their summer space until your fall space is ready.

Outside Employment

Both the Summer Staff and Summer RA positions allow for outside employment as long as it does **not** interfere with the staff member's responsibilities to Residential Living. Approval must be given by the Area Coordinator *before* beginning any outside employment.

**West Texas A&M University is an equal opportunity employer and will consider all applicants without regard to race, color, religion, sex, age, disability, national origin or veteran status.*



Application Checklist (please place in this order):

- Completed Residential Living Application
- One (1) copy of your Summer Class Schedule *(if applicable)*
- Handshake online application(s) completed** *(no copy needed)*

***Incomplete applications will not be considered**

Name _____ Buff Gold ID# _____

Present Address *(WTAMU Box if living on campus)* _____

Cell Phone _____ WTAMU Email Address _____
(email will be our official mode of communication regarding the position)

College Major _____

Classification _____ # of semesters at WTAMU _____ Graduation Date _____

Total Hours Accumulated _____ Last Semester GPA _____ Cumulative GPA _____

WTAMU Residence Hall Living Experience (if any)

<u>Year/Semester</u>	<u>Residence Hall</u>	<u>Hall Director</u>	<u>Resident Assistant</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Have you worked for Residential Living before? No Yes *(please explain below)*

What position did you hold with Residential Living? *(Title & Hall)* _____

When did you work for Residential Living? _____

What is your Summer Class Schedule? *(You are required to include a copy of your schedule with the Summer application; if you do not yet have one, include your anticipated schedule below, if applicable)*

Professional References:

Please provide three (3) professional references that would be able to attest to your work ethic, leadership, integrity, and ability. **ONE** reference should be from a **current** residence hall staff member when possible; other references can be a University faculty/staff member, a current/former employer (paid or volunteer), former teacher, etc. References should **not** be completed by other students or family members.

Reference #1: _____ Phone _____ Email _____

Reference #2: _____ Phone _____ Email _____

Reference #3: _____ Phone _____ Email _____

If you are planning on working another job this summer, please list your summer work schedule or plans for work, including place of employment (if known):

Please list any other activities you have planned for the summer (i.e. vacation, volunteer, student organizations, etc.):

I hereby authorize investigation of all statements made in this application. I further certify that the facts set forth in the above job application are true and complete to the best of my knowledge. I understand that if employed, falsified statements on this application shall be considered sufficient cause for dismissal. I further agree that my employment is for no definite period and may, regardless of the date of payment of my wages, be terminated at any time.

I further understand that some positions may be considered security sensitive and before any offer of employment is made, the University may conduct a pre-employment background investigation that includes a criminal background check.

Signature: _____

Date: _____

With few exceptions, state law gives you the right to request, receive, and correct information about yourself collected by this form.

Please regularly visit www.wtamu.edu/Be-an-RA for updates on the Summer Residential Living Staff positions, including important dates and times.

Submit your completed application to the Office of Residential Living in person before April 13, at 4:59pm.