

Job Title

Desk Assistant

Job Description	Primary responsibilities consist of being a receptionist and providing important information to residents and University requests.
Employment Period	Academic year
Wage	Starting student salary \$7.25/hour
Hiring Process	Fill out application and interview late in spring semester (typically late March, April).
Contact Person	Residence Life Coordinator of respective hall.
Date of Notification	Ongoing
Web Application	N/A
Notes	Preference is given to those students living in the residence hall system (preferably the hall in which they are applying for a position).

Job Title

Office Assistant (University Apartments)

Job Description	Primary responsibilities consist of being a receptionist and providing important information to residents and University requests.
Employment Period	Academic year
Wage	Starting student salary \$7.25/hour
Hiring Process	Fill out application and interview late in spring semester (typically late March, April).
Contact Person	ROTH Residence Life Coordinator or University Apartments Area Coordinator
Date of Notification	Ongoing
Web Application	Yes. Please complete the application. Then print, sign and return per the instructions.
Notes	Preference is given to those students living in ROTH or University Apartments.

Job Title

Mail Assistant

Job Description	Primary responsibilities consist of distributing the campus mail, US mail and parcels to residents. (Campbell & Lawther Halls only)
Employment Period	Academic year
Wage	
Hiring Process	Fill out application and interview late in spring semester (typically late March, April).
Contact Person	Residence Life Coordinator of respective hall.
Date of Notification	Ongoing

Web Application

N/A

Notes

Preference is given to those students living in the residence hall system (preferably the hall in which they are applying for a position).

Job Title**Weekend Custodian****Job Description**

Primary responsibilities consist of minor custodial work in the halls on the weekends.

Employment Period

Academic year

Wage

\$8.00

Hiring Process

Fill out application and interview late in spring semester (typically late March, April).

Contact Person

Residence Life Coordinator of respective hall.

Date of Notification

Ongoing

Web Application

N/A

Notes

Preference is given to those students living in the residence hall system (preferably the hall in which they are applying for a position).

Job Title**Resident Assistant****Job Description**

The Resident Assistant is a Department of Residence staff member whose responsibility is to serve as a student advisor to between 30 and 60 students in a University residence hall. As an advisor, the RA provides assistance to the individuals with personal, interpersonal and academic concerns, and is instrumental in assisting the house units to become cohesive living and learning groups.

Employment Period

Academic year (begins approximately two weeks prior to classes in August; returns early in January; works through the Sunday after commencement in the fall & spring). Will need to be on call during academic break times.

Wage

Double as a single room
14 or 19 meal plan
\$1200 stipend (equal checks August-May)

Hiring Process

Attend information session. Fill out application. Interview.

Contact Person

Adrienne Appler, 273-2671

Date of

Before spring break

Notification**Web Application**

No longer taking applications for 2011-12.

Notes

Must have lived in a university residence hall setting for one semester. Minimum 2.5 GPA (semester and cumulative) required.

Job Title**ROTH Resident Assistant**

Job Description	The ROTH RA is a Department of Residence staff member whose responsibility is to serve as an advisor/resource person to approximately 60 - 80 residents living in the ROTH Complex. Primary responsibilities include facilitating interaction among students and staff, developing a sense of community, serving as a resource person for residents, providing office and on-call coverage, and promoting growth opportunities for uppclass students.
Employment Period	Academic year (begins approximately two weeks prior to classes in August; returns early in January; works through the Sunday after commencements in the spring). Will need to be on call during academic break times.
Wage	Apartment \$2200 (equal checks August-May)
Hiring Process	Attend information session. Fill out application. Interview.
Contact Person	Adrienne Appler, 273-2671
Date of Notification	Before spring break.
Web Application	No longer taking applications for 2011-2012.
Notes	Must have lived in ROTH or have been a resident assistant

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