



# OFFICE OF RESIDENCE LIFE

## SUMMER STAFF APPLICATION

### SUMMER 2012



**We are looking for self-motivated, fun, energetic, flexible individuals who are customer service driven, proud to be JCU Blue Streaks, and have a great sense of humor!!**

**Positions Available**

There are four Summer Assistant and four Summer Resident Assistant positions available. Please see the attached job descriptions. All applicants must be enrolled JCU students for Fall 2012.

**Application**

There is only one application for both positions. You are responsible for providing the Office of Residence Life with all of the requested information. Applications are due Wednesday, April 4, 2012. Those selected to be interviewed will be contacted by April 10, 2012 to set up an interview time.

**Interview**

Interviews will take place from April 12-13, 2012 (and April 16, 2012 if needed). Candidates will receive emails on April 18, 2012 to notify them of position offers.

**References**

On the application form provided, please give the names, telephone numbers, and email addresses of three references that will be able to give us an assessment of your skills, strengths, and weaknesses, if contacted. One reference **must** be a JCU faculty member, staff member, or administrator.

**Timeline**

Applications Available	March 13, 2012	<a href="http://www.jcu.edu/reslife">www.jcu.edu/reslife</a>
Applications Due	April 4, 2012 by 5pm	Office of Residence Life
Notification of Interview	April 10, 2012	Via Email
Interviews	April 12-13, 2012	TBA
Email Letters Sent	April 18, 2012	Via Email
Acceptance Replies Due	April 23, 2102	Office of Res. Life
Move into Summer Housing	TBD	Campion Hall
Beginning Work Date	May 12, 2012	Office of Residence Life
Final Work Date	August 24, 2012	

# OFFICE OF RESIDENCE LIFE

## SUMMER STAFF APPLICATION 2012

Please print or type:

Name: \_\_\_\_\_  
(First) (M.I.) (Last)

Current Residence Hall: \_\_\_\_\_ Room #: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_

Campus Box #: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Local Address: \_\_\_\_\_  
(If applicable) (street) (city, state, zip)

Banner ID#: \_\_\_\_\_

Gender: M \_\_\_\_\_ F \_\_\_\_\_ Class (as of Fall 2012): \_\_\_\_\_

Please list any extra curricular activities and/or organizations you are involved with this year:

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Which position are you applying for? (Please circle all of the positions you are applying for).

Summer Assistant

Summer Resident Assistant

If applying for more than one position, please rank them in order of preference:

- 1<sup>st</sup> choice: \_\_\_\_\_
- 2<sup>nd</sup> choice: \_\_\_\_\_

References: Please provide three in the space below.

(Name)	(Phone)	(Email address)	(Relation to Applicant)
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1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

*One reference **MUST** be a JCU faculty member, staff member, or administrator.*

Answer these five questions on a separate sheet of paper:

1. Please state your reasons for applying for the position(s) you selected.
2. What does motivation mean to you? Give me an example of a time in your life when you had to be self-motivated.
3. What do you feel you have to offer to the position(s), to your supervisor, and to others you'll be working with?
4. What part of the job do you think will be most challenging for you and why?
5. Please tell us **ALL** of your time commitments for the entire summer? (Be specific with dates and include any family vacation/appointment dates).

## OFFICE OF RESIDENCE LIFE SUMMER ASSISTANT JOB DESCRIPTION

**Start Date:** May 12, 2012 (After Finals)

**End Date:** August 24, 2012

### **General Expectations**

Summer Assistants will work extensively with the JCU community and outside customers through working with conference groups and working office hours in the Office of Residence Life. The position responsibilities will be in the following areas: Summer Conferences, Summer Housing, and administrative work in the main office of Residence Life. We are looking for self-motivated individuals who are proud to be part of the JCU community, and who do not mind performing lifting and moving.

### **Reports to**

Office of Residence Life Professional Staff

### **Summer Conference Responsibilities**

- Perform check-in and check-out procedures for conference guests.
- Set and remove linens from rooms for guests.
- Work with on-site Conference Coordinators for last minute needs and concerns..
- Prepare, distribute, collect, and inventory keys for each conference group
- Inspect rooms and common areas for cleanliness and submit work orders for maintenance/cleaning issues.
- Provide desk service for conference groups when needed.
- Provide overnight, on-site coverage in halls for conference groups. (8 PM – 8:30 AM)
- Assist with inventory, measuring, and reorganizing of storage areas.

### **Office of Residence Life Responsibilities**

- Provide office coverage during university business hours
- Assist with key inventories for conferences and fall term.
- Answer telephone calls/emails for Residence Life.
- Assist with data entry projects, filing, and damage billing.
- Run errands to copy center, business office, etc.
- Prepares mailings.
- Assist Summer Resident Assistants with check-ins/check-outs during summer housing and limited duty coverage for summer housing
- Other duties as assigned.

### **Summer Housing Responsibilities (Limited)**

- Serve as a liaison between the Office of Residence Life and summer residents.
- Sit duty weekly, sometimes twice weekly, in the duty office from 8pm – 12am (which includes sleeping in the building until 8:30am).
- Serve weekend duty rotation Friday-Sunday in the duty office from 8pm – 12am (which includes sleeping in the building until 8:30am).
- Maintain office procedures and cleanliness in the hall office(s).
- Inspect rooms and common areas and process work orders for maintenance/cleaning issues.
- Role model and uphold University policies and complete appropriate documentation.
- Respond to resident and building crises.
- Provide social activities for residents on a bi-weekly basis.

- Create informational bulletin boards and hold administrative floor meetings.
- Report student check-ins or check-outs to Area Coordinator(s).
- Other duties as assigned.

All Summer Assistants will meet consistently with their supervisor to ensure all tasks are completed.

### Qualifications

- A positive attitude and a flexible demeanor.
- A strong customer service orientation.
- Dedication to the JCU community.
- Strong attention to detail.
- Ability to perform light to medium manual labor.
- A valid driver's license to become JCU Van-Certified.
- Enrolled as JCU student for Fall 2012.

### Remuneration

The Summer Assistants receives a \$3,565.00 stipend in addition to a shared room, local telephone service, internet service, and cable. The Summer Assistants works approximately 30 hours per week (including evening/weekend duty shifts) – *some weeks may be more and other weeks may be less depending on conference and summer housing schedules and needs.* Hours may include weekend conference work.

All Summer Assistants members will receive 7 days off *with permission* of their supervisor. Vacation days *may not* be taken May 12-May 23, June 11- 22 or August 6-24.

### Please note

Summer Assistants may be able to take class with permission of the supervisor.

It is preferred that Summer Assistants are not Resident Assistants for the 2012-2013 academic year.

## OFFICE OF RESIDENCE LIFE SUMMER RESIDENT ASSISTANT JOB DESCRIPTION

**Start Date:** May 12, 2012 (After Finals)

**End Date:** August 10, 2012

### **General Expectations**

Summer Resident Assistants will work extensively with the JCU community by serving the students who are living in summer housing. Primary responsibilities will include: providing a staffing presence in Campion Hall; serving on the duty rotation to cover nightly and weekend duty in Campion Hall; serving as a resource to the students in summer housing; and providing limited social programming in Campion Hall

### **Reports to**

Area Coordinator

### **Summer Housing Responsibilities**

- Serve as a liaison between the Office of Residence Life and summer residents.
- Sit duty weekly, sometimes twice weekly, in the duty office from 8pm – 12am (which includes sleeping in the building until 8am).
- Serve weekend duty rotation Friday-Sunday in the duty office from 8pm – 12am (which includes sleeping in the building until 8am).
- Maintain office procedures and cleanliness in the hall office(s).
- Inspect rooms and common areas and process work orders for maintenance/cleaning issues.
- Role model and uphold University policies and complete appropriate documentation.
- Respond to resident and building crises.
- Provide social activities for residents on a bi-weekly basis.
- Create informational bulletin boards and hold administrative floor meetings.
- Report student check-ins or check-outs to Area Coordinator(s).
- Other duties as assigned.

### **Qualifications**

- Previous Experience as a Resident Assistant preferred.
- A positive attitude and a flexible demeanor.
- A strong customer service orientation.
- Dedication to the JCU community.
- Strong attention to detail.
- Enrolled as JCU student for Fall 2012.

### **Remuneration**

The Summer Residents Assistants receive a private room, local telephone service, internet service, and cable. May have opportunity to earn additional pay during peak conference periods.

All Summer Assistants members will receive 7 days off *with permission* of their supervisor. Vacation days *may not* be taken May 12-May 23, June 11- 22 or August 3-10.

### **Note**

Summer Resident Assistants may take class and hold outside employment during their time of employment as a Summer RA. Class or outside employment may not conflict with required duty nights and times.

