

Dear Applicant,

Thank you for your interest in the Department of Residential Education and Housing and our student staff positions for the 2013-2014 academic year. Our staff positions provide an excellent opportunity to gain leadership, enhanced communication and interpersonal skills, and experience as a community builder in your area. Becoming a Residential staff member is a very important decision. Please feel free to contact the Student Staff Selection committee if you have any questions regarding your application and the selection process.

What are the requirements to become a student staff member (SMRO, CA, HA)?

- All applicants should have completed at least one semester at TCNJ and be a full time undergraduate.
- Staff will need to have the ability to accept full academic year appointment
- A cumulative GPA of 2.5 or better and good disciplinary standing with the college.
- Upon accepting a position, all staff are required to review and sign a FERPA Confidentiality Agreement as well as the Student Employment Agreement outlining expected behavior as staff. If you have any questions regarding these documents, please contact the Residence Director in the area you are hired to work within.

What are the requirements to become a CA or SMRO?

- **CAs and SMROs must be of sophomore status (min. of 30 earned semester hours) by the fall of 2013.**
- Not participating in full-time student teaching or internship, and able to attend the weekly staff meetings on Wednesdays from 1PM-3PM.

What are the requirements to become a HA?

- **HAs must be of junior status (min. of 60 earned semester hours) by the fall of 2013.**

What do I need to know about the application and reference forms?

Please visit <http://resedstaff.pages.tcnj.edu>

There you will find links to the online applications for each position, the reference form, and copies of the job descriptions. In order to complete the application process for a position, you need to make sure to do the following:

- 1) Visit the website above, follow the link for the position(s) you wish to apply for, and complete the entire online form. If you are applying for multiple positions, you do need to fill out each online application.
- 2) Print out 2 reference forms and find references to write letters of support for you.
- 3) Send a copy of your resume to rlstip@tcnj.edu via email. Your resume must include your name, address, educational history, work history, co-curricular involvement, and any other special skills you would like us to know about.

You need to have (2) references completed. It is recommended that one of your references be completed by a person within the college community. Select people who can provide an objective and critical analysis of your skills and experiences. Family and friends are not recommended. It is in your best interest to explain the position(s) for which you are applying to your reference. Be sure to distribute the forms as soon as possible. **The application packet which includes the application, resume, and references are due December 7, 2012.** References are due by 4:30PM to Eickhoff 114, resumes should all be emailed to rlstip@tcnj.edu, and online application goes offline at the end the day.

Student Staff Selection Process Timeline

*Wednesday, October 24, 2012: **Online applications become active at <http://resedstaff.pages.tcnj.edu>***

- **Recruitment Fair:** October 21, 2012 7PM T/W Main Lounge
- **Info Session 1:** October 24, 2012 12PM T/W Main Lounge
- **Info Session 2:** October 24, 2012 1PM T/W Main Lounge
- **Info Session 3:** October 31, 2012 12PM T/W Main Lounge
- **Info Session 4:** November 4, 2012 8PM Phelps Lounge
- **Info Session 5:** November 7, 2012 2PM Decker Main Lounge
- **Info Session 6:** November 7, 2012 3PM Decker Main Lounge
- **Info Session 7:** November 14, 2012 12PM ABE Drawing Room
- **Application Packet Due:** December 7, 2012

- **Interview Notification:** January 18, 2013
 - Letters go out to applicants letting them know if they will be given an interview and if so, which day it will be on (January 26 or 27).
- **Interview Weekend:** Saturday, January 26 - Sunday, January 27, 2013
 - Each candidate will need to attend one of these dates for a series of individual interviews and group processes.
- **TENTATIVE:** The Week of February 4, 2013: SMRO and CC decision letters go out
- **TENTATIVE:** The Week of February 11, 2013: CA and HA decision letters go out

How do I prepare for the interviews?

Candidate educational workshops are available to learn more about the positions. Additionally, if you have never interviewed for a position before, or would like to improve your interviewing skills, we will be offering voluntary workshops for candidates. These workshops will be offered on:

- Wednesday, January 22, 2013: 12PM Townhouse South Main Lounge
 - *Topic - Time Management: Balancing the Res Ed Position*
- Monday, January 23, 2013: 7PM Phelps Multi-purpose Room
 - *Topic - Ethics: Ethical Behavior for future Residential Education Staff*
- Wednesday, January 24, 2013: 3PM, ABE Drawing Room
 - *Topic - Interview 101: Make the most of your interview weekend*

What about compensation and financial aid?

- **SMROs** receive a credit toward their room fees. This year's room credit was \$3,619.00. The room rates for next year will be determined by The Board of Trustees at a later date, and the SMRO credit will be adjusted accordingly. In addition, SMROs earn a stipend of \$1,440 per semester
- **CAs** receive a credit toward their room fees. This year's room credit was \$3,619.00. The room rates for next year will be determined by The Board of Trustees at a later date, and the CA/CC credit will be adjusted accordingly. In addition, CA/CCs earn a stipend of \$1,115 per semester.
- **HAs** receive a \$1000 partial room waiver each semester. HAs will also be required to work a certain number of hours in the hall office as Office Assistants and will receive an hourly wage for this work as determined by Career Services.
- Staff compensation for those hired after the August start date will have their compensation adjusted accordingly.
- Anyone receiving financial assistance should contact the Financial Aid Office to determine the effect this position may have on your package.

Are there mandatory meetings and training?

- All new staff are required to attend the 2013-2014 staff meeting that will take place in the month of April.
- Other training and meetings are referred to in the job descriptions.

What are some limitations to consider before I apply?

The Residential Education staff positions are a great experience, and they can be very demanding. History has shown that most applicants are not fully aware of the intensity of the job until they have experienced it. Due to the time required to successfully perform the duties of these positions, SMRO and CAs staff should not participate in full-time commitments such as student teaching, internships, jobs, executive positions in major student organizations, and some intercollegiate sports.

All staff should discuss with their supervisor any involvement in co-curricular activities outside your academics and this position. Residential Education and Housing does encourage involvement, and our current staff is actively involved in many organizations across campus. We are simply sensitive to your academic priority.

If you have any questions, please attend any of our information sessions or contact us via email at howej@tcnj.edu.