



Dear Applicant,

Thank you for your interest in the Department of Residential Education and Housing and our student staff positions for the 2017-2018 academic year. Our staff positions provide an excellent opportunity to gain leadership skills, enhanced communication and interpersonal skills, and experience in building community. Please feel free to contact the Student Staff Selection committee if you have any questions regarding your application and the selection process.

### **Positions Available**

**Community Advisors:** The Community Advisors (CA's) are sophomore and upper class students. These undergraduate student staff members serve as leaders in developing community within their area of responsibility, help to resolve student and community conflicts, and organizing community efforts in developing floor or house programs.

**House Assistants:** House Assistants (HA) are upper-class students who serve as leaders and role models for the residents of our Townhouse Complexes. House Assistants also staff the hall offices in the Townhouses and provide emergency lock-out service during the night hours.

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

- All applicants should have completed at least one semester at TCNJ and be a full time undergraduate.
- Newly Hired Staff will need to have the ability to accept full academic year appointment
- Maintain a cumulative GPA of 2.5 or better and good disciplinary standing with the college. New hires will not be able to begin the position with a GPA below 2.5.
- Upon accepting a position, all staff members are required to review and sign a Student Employment Agreement outlining expected behavior as a staff member. 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 Community Advisor (CA)?**

- **CAs must be of sophomore status (min 7.75 TCNJ units) by the fall of 2017.**
- 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 House Assistant?**

- **HAs must be of junior status (min. of 15.75 TCNJ units) by the fall of 2017.**

### **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 application, the reference form, and copies of the job descriptions. In order to complete the application process, you need to make sure to do the following:

- 1) Visit the website above, follow the link to apply, and complete the entire online form. If you are applying for multiple positions, can indicate that in the online application.
- 2) Upload your resume as a PDF to the online application. 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.
- 3) Send the Reference Form link to two references to complete online (available on <http://resedstaff.pages.tcnj.edu>).

**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 link as soon as possible. **The application and references must be completed and submitted by November 20<sup>th</sup>.** The online application goes offline at 4:30PM on November 20<sup>th</sup>.

## **Student Staff Selection Process Timeline**

Monday, November 7, 2016: **Online applications become active at <http://resedstaff.pages.tcnj.edu>**

- **Info Session 1:** November 2, 2016 12 PM T/W Main Lounge
- **Info Session 2:** November 2, 2016 3 PM Cromwell Main Lounge
- **Info Session 3:** November 4, 2016 3 PM Townhouses South Main Lounge
- **Info Session 4:** November 6, 2016 8 PM Hausdoerffer Lounge
- **Info Session 5:** November 18, 2016 6:30 PM T/W Main Lounge
- **Info Session 6:** November 9, 2016 12 PM TW Main Lounge
- **Info Session 7:** November 9, 2016 3 PM Cromwell Main Lounge
- **Meet & Greet:** November 18, 2016 2:00 PM TBD
- **Application Due:** November 21, 2016 4:30 PM
  
- **Interview Notification:** January 13, 2017
  - Emails are sent to applicants letting them know if they will be given an interview and if so, which day it will be on (January 27th or January 30th).
- **Interview Days:** Wednesday, January 25 & Saturday, January 28, 2017
  - Each candidate will be assigned one of these dates for individual interviews and group processes.
- **TENTATIVE:** The Week of February 20, 2017: CA and HA decision letters go out

### **What about compensation and financial aid?**

- **CAs** receive a room credit and 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 area office as Desk 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.

### **What if I am studying abroad in Spring 2017?**

- If you are studying abroad or have an internship outside of the NJ, NY, or PA area in Spring 2017, you are eligible for our December Interview Process to take place on December 12<sup>th</sup>, 2016. Please include this information in your application when prompted.

### **Are there mandatory meetings and training?**

- All new staff members are required to attend the 2017-2018 staff meeting that will take place in April.
- Other training and meetings are referred to in the job descriptions.

### **What else should I consider in applying for these positions?**

It is helpful to know that while the Residential Education staff positions are a rewarding experience, they can also be very demanding. Due to the time required to successfully perform the duties of these positions, 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.

The HA position is designed similar to the CA position and allows opportunities for internships and student teaching by working with a smaller, upper class community, and having flexible hours at an area office.

All staff will discuss with their supervisor any involvement in co-curricular activities outside their academics and this position.

Residential Education and Housing does encourage involvement, and our current staff is actively involved in many organizations across campus. We wish to maintain a commitment to your academic priority.

If you have any questions, please attend any of our information sessions or contact us via email at [ResEdStaff@tcnj.edu](mailto:ResEdStaff@tcnj.edu)

Student Staff Selection Committee