

Frequently Asked Questions

1. When does the staff selection process start?

Information sessions for staff selection begin in early November. Info Sessions are required and you will need to attend one of the sessions given to be an eligible candidate.

2. Do I get to pick which building I will be a staff member?

No. Candidates are welcomed to share their interest in their application (i.e. First Year Experience, Sophomore Year Experience, Upper class Experience) however positions will be filled based on available vacancies and the staff and community needs.

3. Do staff members get free room and board?

Not exactly. Compensation packages differ according to positions, and meal plans are not included. **Please read the application materials for more details on compensation since this may or may not impact your financial aid package.**

4. Can I have a roommate?

All student staff rooms have been designated as singles. However, depending on which area you are assigned to, you may or may not be eligible for a "pull-in", person(s) that will live in rooms connected to your own room in a suite, apartment or neighboring you in a townhouse. A "pull-in" is someone you have selected and who has made lottery. Pull ins are required to sign a staff living agreement prior to being assigned to a pull-in space. Pull in locations are typically located in Townhouses, Decker Hall, College Houses, Phelps and Hausdoerffer Apartments. Please also note that pull ins may be required to be reassigned if staff member leaves position.

5. If I am a staff member, can I have another job on or off campus?

Yes. However, we do not recommend that first time staff members have additional jobs since the additional time may reduce your interaction with your residents and your community. Staff members should discuss additional positions with their supervisors prior to beginning the position. Additionally, all students are restricted by the number of hours they can work on-campus each week.

6. If I choose not to return to my position, do I still get priority housing?

No. Due to limited spaces available staff members who resign or do not return to staff are not guaranteed a space on campus. For more information about housing options please contact the Housing Assignments area.

7. Can I go home on weekends?

Yes, you may spend some weekends away. You will need to work with your supervisor to determine approval for days away from campus in order to maintain adequate community and staff support.

8. How early do I have to come back in the Fall or how late do I have to stay in the Spring semester?

Staff members are required by contract to complete all training, opening and closing events. Fall training usually takes place approximately 2 -3 weeks before classes begin in August. Winter Training takes place approximately 5 days before Spring classes begin in January. Training dates should be available at the time of position offers. May closing will require 2-3 days after the buildings have closed.

9. Do I really have to go to training?

All staff members are required by contract to attend all training events. Training covers many of the policies and procedures you will need to become a successful staff member.

10. What G.P.A. do I need?

A cumulative grade point average of 2.5 is required to serve in all positions. New Hires will not be able to begin in a staff role if their GPA is below 2.5.

11. How many credits should I have to apply?

In order to serve as a Community Advisor, you should have at least sophomore status (min. 7.75 TCNJ units) by Fall 2018. In order to serve as a House Assistant, you should have junior or senior status (at least 15.75 TCNJ credits) by Fall 2018.

12. Do I have to be a resident in order to be eligible for a position?

No. Many commuters have successfully joined our residential staff with no previous "resident" experience.

13. What is the interview process like?

The interview process is meant to be educational and fun. Candidates will have the opportunity to participate in group activities and individual interviews with a professional and or student staff members.

14. Who should I ask for a letter of recommendation?

Reference forms should be completed by an individual who has known you for a significant amount of time and can comment on your knowledge, skills and abilities. References are very important. We recommend that at least one of your references comes from a current T.C.N.J. faculty or staff member. References from family and friends are not suitable for this process.

15. I have been involved in a disciplinary documentation and found responsible...can I still apply for a residence life position?

Yes. Please note that candidates with sanctions of pending termination of housing or higher will be carefully evaluated. If you have any concerns about your judicial history, please contact the Student Staff Selection Coordinator at ResEdStaff@tcnj.edu.

16. Can I apply to more than one position during the process?

Yes. Candidates will be evaluated for each position individually and professional staff will determine placement based on staffing needs.

17. If I was declined last year, can I apply again?

Absolutely! Each year we receive more applications than available vacant positions. If you are still interested in any of our positions, we welcome you to reapply.

18. Can I apply if I am a 5th year senior?

Yes. All residents and staff, including fifth year seniors, may apply. Please note that you should have a full-time credit status to be in residence and be able to make a full year commitment.

19. Can I be a student teacher and be a staff member?

Due to staff meetings and other required staff events CA staff are not allowed to student teach. A staff member can student teach only if they are an HA.

20. Who should I speak to if I have more questions about my application?

You may ask any current residence life staff member about their experience going through the process. However, for updates on this year's process and your application status, please visit our website at <http://resedstaff.pages.tcnj.edu>.

After reviewing this entire site, if you still have questions, please contact ResEdStaff@tcnj.edu.