

Residential Life Office

Summer Employment Application Packet

Summer 2019

April 5, 2019

Dear Prospective Summer Staff Member:

Thank you for your interest in a summer Resident Assistant (RA) or Office Assistant (OA) position with the Residential Life Office! These positions are great opportunities for students who have already planned to remain on campus during the summer months to pursue summer classes, research, or jobs/internships.

Attached are the position descriptions for both the Summer Resident Assistant and Office Assistant positions. The priority application deadline is Wednesday, April 24, 2019. However, applications will continue to be accepted until all positions are filled.

You can access the online application for Summer Residential Life positions here:

https://docs.google.com/forms/d/e/1FAIpQLSfKeu_q5BZ7ZUlm7DUhvkElQJAX5gsOL1BSic-QnrB68YOxfg/viewform?usp=sf_link

The criteria for reviewing your candidacy will include your employment history, schedule of availability, quality of essay responses on the application, evidence of leadership potential, student conduct record, and, in some cases, a personal interview. (Note: Preference for these positions will be given to current or newly hired Residential Life staff members; graduating seniors are not eligible for summer employment). All candidates will be informed of their status in the hiring process by Friday, April 26, 2019

If you have any questions concerning the job description or application process, feel free to contact me via e-mail at bjemerick@owu.edu.

Again, thank you for your interest in joining our summer team! We look forward to receiving an application from you.

Sincerely,
Brian Emerick
Director of Residential Life
Hamilton Williams Campus Center, Room 225
bjemerick@owu.edu

Ohio Wesleyan University Residential Life Office
Summer Resident Assistant Job Description

The summer Resident Assistant is assigned to oversee a section of a residential facility and is responsible for working closely with the Residential Life professional staff and other Resident Assistants in developing and maintaining a community promoting academic, personal, and social growth in the residence hall. The following provides an overview of the RA responsibilities and terms of employment. Summer RAs will be directly supervised by a Residential Life Coordinator.

Responsibilities:

A. RA as a Community Builder

- Be regularly visible and available for residents
- Get to know the summer residents personally, knowing at least all by name
- Create an atmosphere in their room that makes residents feel comfortable visiting
- Develop and maintain one bulletin board
- Create door decorations for residents
- Promote academic success and an environment conducive to studying
- Work cooperatively with residents to maintain community standards

B. RA as a Helper & Listener

- Actively listen to residents' issues and concerns
- Proactively address resident needs and concerns
- Serve as a resource person to residents, providing information and referrals as necessary

C. RA as a Responder

- Assume "staff on duty" responsibilities as determined by your supervisor. RAs will serve one weekday of duty each week (on average) and one weekend of duty per month (on average)
- Inform and educate students about OWU policies and student conduct procedures
- Respond, confront, and document all student behavior concerns immediately
- Respond to all emergencies in the building and communicate as needed with the professional staff member on-call (e.g. power outages, health/safety emergencies, etc.)

D. RA as a Liaison and Communicator

- Attend and actively participate in all meetings and trainings as required by your supervisor
- Conduct a resident meeting at the start and end of the summer session
- Conduct additional meetings with residents as necessary
- Work assigned shifts for summer check-in and check-out
- Complete paperwork (e.g. room condition reports, work orders, room change forms, etc.) and report information promptly to your supervisor
- Post flyers and calendars of pertinent information for summer students
- Open students' doors when they are locked out of their own living space
- Report all damage (in rooms or common areas) to the Residential Life Office

Assist with other administrative duties as assigned

Terms of Employment:

Summer Session Resident Assistants will be selected with preference given to:

1. Students who have served previously as RAs/Moderators at OWU and are returning as a student in Fall 2019.
2. Students who have been selected as RAs/Moderators for the upcoming academic term
3. Other interested students (Resident Assistants should be sophomores or above).

The Resident Assistant must be willing to commit a significant portion of time to their position responsibilities. It is important for the RA to be available to students during the evening hours and appropriate weekend times.

Resident Assistants will receive an \$800 stipend for the summer, and free room during employment (RAs will be placed in a single room if space allows). Note: Dining plans are not active during the summer term.

Ohio Wesleyan University Residential Life Office
Summer Office Assistant Job Description

The Office Assistant position provides an opportunity for students to assist the professional staff with everyday administrative responsibilities in the Office of Residential Life. The Office Assistant works in the Residential Life Office, 225 Hamilton-Williams Campus Center, for 25 hours during the work week. Work schedules are created for the Office Assistant during the normal working hours of the office—Monday through Friday, 8:30-12:00 p.m. and 1:00 p.m. to 4:30 p.m. This position is only available to students who can commit to working 25 hours/week during the times listed above. The following describes the responsibilities and terms of employment for this position.

Responsibilities:

Work a schedule of approximately 25 hours per week in the Residential Life Office
Provide customer service to students and visitors to the office
Answer phone calls and record messages for staff
Distribute the U.S. and campus mail
Run errands to various campus offices and departments
Complete administrative work such as filing, alphabetizing, shredding, etc.
Serve as a resource person to students and parents, providing information and referrals as necessary
Keep the office area clean and organized
Attend and actively participate in all meetings and training sessions for summer Residential Life staff
Work to develop positive relationships with all the Residential Life staff in the office
Maintain high standards of dress and courtesy while working in the office
Assist with early arrival group check-in processes
Perform additional administrative tasks as requested by Residential Life professional staff

Terms of Employment:

Summer Session Office Assistants will be selected with preference given to:

1. Students who have served previously as Residential Life staff (RAs/Moderators/Office Assistants) at OWU and are a returning student for Fall 2019.
2. Students who have been selected as RAs or Moderators for the upcoming academic term
3. Other interested students (Office Assistants should be sophomores or above)

Office Assistants will be able to live on campus at a rate of \$10/week, but only if they work 25hrs a week. Thus, it is a requirement of the position that Office Assistants work 25hrs/week over the summer. (Office Assistants will be placed in a single room if space allows). The pay rate for this position is \$8.55/hr.
Note: Dining plans are not active during the summer.