# WASHBURN UNIVERSITY RESIDENTIAL \*\*\* LIVING

March 14, 2014

Dear potential applicant,

Congratulations on deciding to apply for a Residential Living summer staff position! The first step in the application process is completing the attached packet and submitting it to the Residential Living office before Monday, April 7<sup>th</sup> at 12:00 p.m. You will sign up for an interview time when you turn in your application.

Next, interviews for all positions will be held from April  $8^{th} - 11^{th}$  at the Washburn Village conference room with myself and Kim Meehan from Residential Living. Interview sign-up times will be available when you return your application to the Residential Living office.

To answer questions about the summer staff positions and application process, the Residential Living Office will be hosting an informational meeting Tuesday, March 25<sup>th</sup> at 7:00 p.m. in the Washburn Village lobby.

Below is a checklist to ensure all components of the applications are submitted. If you have any questions, please do not hesitate to contact my office at (785) 670-2545.

Sincerely,

Lucas J. Mullin Coordinator

Residential Living

#### **Application Checklist:**

- o Application completed
- o Essay questions completed
- o 2 Reference's contacted / 2 Reference sheets completed
- o All materials submitted to Residential Living by 12:00 p.m. on April 7<sup>th</sup>, 2013

### 2014 Summer Staff Application

Washburn University, Residential Living Office

In order to be eligible to apply, students must be considered full-time; enrolled in 12 or more hours for the fall 2014 semester, and have a minimum 2.5 cumulative G.P.A. Please read through the entire application before completing. Remember to print clearly.

Name:				WIN #:	
Last		First			
Current Address:				Phone#:	
	City	State	ZIP	Number of s lived on can	emesters
E-mail Address:_					
Cumulative G.P.A	A				
Are you taking su	mmer cou	ırses?	I	f so, many hours?	
Please indicate yo	our prefere	ence of position	on by rankin	ng them 1-5 $(1 = 1)$	first choice)
Desk Assistant	Confer	ence Coordinat	or I	Resident Assistant	
Desk Manager					
*Employment will	start appr	oximately May	10 <sup>th</sup> and will	l end approximately	August 17th.*
Dates available fo	or employi	ment: (earlies	t)	to (latest)	
Are you available	to work v	weekends (ple	ease circle or	one)? Yes	No
Please list any dat	tes or peri	ods of time th	nat you woul	ld be unable to wo	ork:
Extracurricular	Informat	ion			
In the space provided including leadership			legiate activiti	ies or organizations i	nvolvement,
Organization		Dates In	volved	Positi	on

### **Volunteer Information**

held.		
Organization	Dates Involved	Position
Work Experience		
In the space provided belo	w, please list any relevant work experie	nce.
Organization	Dates Involved	Position
Judicial Information		
	idents you have been involved in since ent involvement in a judicial incident doe	
	ng this application I declare all informati e the Residential Living professional sta udent conduct record.	
Student Signa	uture	Date Signed

In the space provided below, please list any volunteer experience, including leadership positions

#### **Essay Questions**

Please answer the following essay questions thoughtfully and completely. Responses should be typed and submitted on separate pages. A **minimum** of one page, double-spaced, per question is appropriate. In addition, complete sentences should be utilized to compose essays that clearly articulate your response.

- 1. Which position(s) are you interested in pursuing and why are you interested in it/them?
- 2. Please describe the strengths you possess that would contribute to your success as a Desk Assistant, Desk Manager, Conference Coordinator, Residential Living Facilities Assistant or Resident Assistant. **Including examples of leadership experience or experience in the Residence Halls is strongly encouraged.**

#### References

Two references are required. References may come from faculty, staff, organization advisors or a work supervisor. In addition, a current Resident Assistant, or Desk Assistant may serve as one reference. The only people excluded from submitting a reference are members of the Residential Living professional staff (Director, Assistant Director, Coordinator or Administrative Assistant). After selecting your two references, please have them fill out the attached form and return it to the Residential Living office before the application deadline.

#### **Important Dates**

Summer Staff Information Meeting, March 25<sup>th</sup> @ 7:00 p.m. (Washburn Village lobby) Applications due to Residential Living office, April 7<sup>th</sup> @ 12:00 p.m. Applicant interviews with Residential Living professional staff, April 8<sup>th</sup> – 11<sup>th</sup> Applicants notified of employment status, April 15<sup>th</sup> Mandatory Summer Staff Orientation, April 22<sup>rd</sup>, 1:00 p.m. – 6:00 p.m. (location TBD)

# Employment Reference for Summer Staff Applicant Washburn University, Residential Living Office

Section 1. To be comp	eleted by the applicant			
Applicant Name (Plea	ase type or print.):			
☐ General Re (former emplo	ference yer, professor, etc.)		eference Assistant position	n only)
Section 2. To be comp	eleted by the evaluator			
Evaluator's Name (Ple	ease print.)		Pos	sition/Title
The above named indu Living Office at Wash		a Resident Ass	sistant (RA) posi	tion with the Residential
	ed in accordance with a ristics when completing	the provisions o g this reference	of the Buckley An form: responsib	v <b>er possible.</b> The information nendment. Please consider vility, leadership,
Please return this fo	orm by 12:00 p.m. o	n April 7, 201	13 to:	
Residential Living Attn: Lucas Mullin 1801 Jewell SW Jewel Topeka, KS 66621	1			
1. How well and in w	hat capacity do you kr	now the applica	nt?	
2. Describe the applicalifestyles.	ant's ability to initiate a	and maintain rel	ationships, inclu	ding with those of varying
☐ Excellent Please cite examples:	□ Good	□ Fair	□ Poor	□ I don't know
3. Describe the applica actions.	ant's level of maturity,	including the al	pility to accept re	esponsibility for his/her
☐ Excellent Please cite examples:	□ Good	□ Fair	□ Poor	□ I don't know
4. Describe the applica  ☐ Excellent	unt's ability to function  ☐ Good	as a team mem  ☐ Fair	ber. □ Poor	□ I don't know
Please cite examples:				

5. Describe the applica  ☐ Excellent Please cite examples:	nt's willingness and abil □ Good	ity to effectively □ Fair	confront peers.  ☐ Poor	□ I don't know
6. Describe the applica ☐ Excellent Please cite examples:	nt's ability to take initiat  ☐ Good	ive and be flexib □ Fair	ole. □ Poor	□ I don't know
7. Describe the applica  ☐ Excellent Please cite examples:	nt's ability to manage tir □ Good	ne and cope witl ☐ Fair	h stress. □ Poor	□ I don't know
8. Describe the applica  Excellent Please cite examples:	nt's ability to organize a ☐ Good	nd lead others. □ Fair	□ Poor	□ I don't know
9. Please describe the a	applicant's ability to pres	ent to groups or	facilitate group	discussion.
10. Please add general	comments about the app	licant's skills in	relationship to th	ne position.
□□I recommen	nendation of this applicant of the position. commend for the position and for the position, with	1.	servations (pleas	e describe below):
Evaluator's Signature				Date
Section 3. Applicant's	Right of Access			
	u wish to waive your righ g this application to the	•		pplicant file, please sign
99-380, the Family Ed	xpressly waive any and a ucation Rights and Priva a a revocation applies onl made.	cy Act. I underst	tand that I may re	evoke this waiver in
Applicant's Signature	(Optional; read paragra	ph above before	signing.)	

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The above named induliving Office at Wash		a Resident Ass	sistant (RA) posi	tion with the Residential
furnished will be treate the following characte		he provisions of this reference	of the Buckley An form: responsib	v <b>er possible.</b> The information nendment. Please consider ility, leadership,
Please return this fe	orm by 12:00 p.m. or	April 7, 20	13 to:	
Residential Living Attn: Lucas Mullin 1801 Jewell SW Jewel Topeka, KS 66621	II			
1. How well and in wh	nat capacity do you knov	w the applican	?	
2. Describe the applicalifestyles.	ant's ability to initiate ar	nd maintain re	ationships, inclu	ding with those of varying
☐ Excellent Please cite examples:	□ Good	□ Fair	□ Poor	□ I don't know
3. Describe the applica actions.	ant's level of maturity, in	ncluding the a	pility to accept re	esponsibility for his/her
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4. Describe the applica	ant's ability to function a	as a team mem	ber.	
☐ Excellent Please cite examples:	□ Good	□ Fair	□ Poor	□ I don't know

5. Describe the applica  ☐ Excellent  Please cite examples:	nt's willingness and ab  ☐ Good	ility to effectiv  ☐ Fair	ely confront pee □ Poor	rs. □ I don't know
6. Describe the applica  ☐ Excellent Please cite examples:	ant's ability to take initi □ Good	ative and be fle □ Fair	exible. □ Poor	□ I don't know
7. Describe the applica  ☐ Excellent Please cite examples:	ant's ability to manage t □ Good	time and cope v □ Fair	vith stress. □ Poor	□ I don't know
8. Describe the applica  ☐ Excellent Please cite examples:	ant's ability to organize  ☐ Good	and lead others  ☐ Fair	s. □ Poor	□ I don't know
9. Please describe the a	applicant's ability to pro	esent to groups	or facilitate gro	up discussion.
10. Please add general	comments about the ap	pplicant's skills	in relationship t	o the position.
□□I recommen	nendation of this applic nd for the position. commend for the position and for the position, with	on.	reservations (pl	ease describe below):
Evaluator's Signature				Date
Section 3. Applicant's	Right of Access			
11 01	u wish to waive your rig og this application to th			r applicant file, please sign
99-380, the Family Ed	ucation Rights and Priv a revocation applies of	acy Act. I unde	erstand that I ma	ication file by Public Law y revoke this waiver in or entered into the record
Applicant's Signature	(Optional; read paragr	aph above befo	ore signing.)	 Date

#### Washburn University Residential Living Office Summer Staff Job Descriptions

#### **Desk Assistant**

#### Required Qualifications:

- Previous customer service experience.
- Minimum weekend availability; two weekends a month.
- Minimum week availability; 15 hours.
- Enrolled as a full-time student for the fall 2014 semester.
- Preference may be given to applicants who live on campus.

#### Major Job Responsibilities:

- Work a minimum of 15 desk hours week.
- Attend weekly staff meetings.
- Process resident mail.
- Facilitate the check-in and check-out of conference groups.
- Facilitate the check-in and check-out of summer school residents.
- Serve as a campus resource for conference group participants.
- Assist the Residential Living office with hall opening in August.
- Provide tours of housing facilities upon request.
- Complete other duties as assigned.

#### Compensation:

- Desk Assistants earn \$7.25 per hour and can work up to 40 hours a week.

- These job responsibilities are not all inclusive; other responsibilities may be added.
- If these, and other, expectations are not met, disciplinary actions will be taken that could lead to probation or termination of employment contract.

#### **Conference Coordinator**

#### **Required Qualifications:**

- Previous customer service experience.
- Minimum weekend availability; one weekend a month.
- Minimum week availability; 20 hours.
- Enrolled as a full-time student for the fall 2014 semester.
- Reside in the Living Learning Center for the duration of the summer.

#### Major Job Responsibilities:

- Work a minimum of 10 hours a week at the desk or in the Residential Living office.
- Work one duty night each week; Monday through Thursday (5:00 p.m. to 8:00 a.m.).
- Work one duty weekend each month; May through August (three weekends total).
- Contribute to weekly staff meetings: communicate desk schedule and conference information.
- Organize linen distribution for conference groups.
- Organize welcome packets (welcome banner, door decorations, etc.) for conference groups.
- Implement summer department theme with creative display cases and door decorations.
- Facilitate the check-in and check-out of conference groups.
- Facilitate the check-in and check-out of summer school residents.
- Serve as a campus resource for conference group participants.
- Provide tours of housing facilities upon request.
- Assist the Residential Living office with hall opening in August.
- Enforce all hall policies.
- Be visible and available in the facility.
- Complete other duties as assigned.

#### Compensation:

- Private room in the LLC (\$125 / weekly summer rate), paid by the Department of Residential Living; as compensation for 10 scheduled weekly hours and duty responsibilities.
- Any additional hours worked (after 10 scheduled weekly hours) will be paid the hourly rate of \$7.25. A maximum of 40 hours total can be worked weekly.

- These job responsibilities are not all inclusive; other responsibilities may be added.
- If these, and other, expectations are not met, disciplinary actions will be taken that could lead to probation or termination of employment contract.

#### **Resident Assistant**

#### **Required Qualifications:**

- Previous customer service experience.
- Minimum weekend availability; one weekend a month.
- Minimum week availability; 20 hours.
- Enrolled as a full-time student for the fall 2014 semester.
- Reside in the Washburn Village for the duration of the summer.

#### Major Job Responsibilities:

- Work a minimum of 10 hours a week at the desk or in the Residential Living office.
- Work one duty night each week; Monday through Thursday (5:00 p.m. to 9:00 a.m.).
- Work one duty weekend each month; May through August (three weekends total).
- Attend weekly staff meetings.
- Provide summer resident programming as outlined in the programming model.
- Implement summer department theme with creative display cases and door decorations.
- Aid in linen distribution for conference groups.
- Facilitate the check-in and check-out of conference groups.
- Facilitate the check-in and check-out of summer school residents.
- Serve as a campus resource for conference group participants.
- Provide tours of housing facilities upon request.
- Assist the Residential Living office with hall opening in August.
- Enforce all hall policies.
- Be visible and available in the facility.
- Complete other duties as assigned.

#### Compensation:

- Single room in the Washburn Village (\$125 / weekly summer rate), paid by the Department of Residential Living; as compensation for 10 scheduled weekly hours and duty responsibilities.
- Any additional hours worked (after 10 scheduled weekly hours) will be paid the hourly rate of \$7.25. A maximum of 40 hours total can be worked weekly.

- These job responsibilities are not all inclusive; other responsibilities may be added.
- If these, and other, expectations are not met, disciplinary actions will be taken that could lead to probation or termination of employment contract.

#### **Desk Manager**

## RESIDENTIAL LIVING DESK MANAGER Position Description

#### **Required Qualifications:**

- Previous customer service experience.
- Minimum weekend availability; two weekends a month.
- Minimum week availability; 20-30 hours.
- Preference may be given to applicants who live on campus.

#### Responsibilities:

Major Job Responsibilities include, but are not limited to, the following:

- Routine maintenance of desk and desk duties, such as, reviewing daily log book and daily maintenance log to ensure everything has been adequately completed
- Maintain an adequate supply of forms, equipment, paper, etc.
- Sign off on any shift changes
- Manage desk schedule
- Track employee hours for submission to Building Supervisor
- Supervise desk staff with assistance from Building Supervisor
- Hold desk staff accountable by proceeding with appropriate disciplinary action when necessary for building supervisor to review
- Recruit and train new employees as necessary
- Schedule and facilitate DA staff meetings
- Help with professional development for desk staff
- Attend bi-weekly 1:1s with supervisor
- Take initiative to streamline desk processes as necessary
- Serve as a contributing member of the "staff team," working with the Coordinator, RAs, Maintenance and Facilities staff, and desk staffs
- Serve as a role model by demonstrating good judgment, ethical behavior, respect for laws and policies, and a positive, cooperative attitude
- Other duties as assigned by building supervisor including, but not limited to, administrative/office tasks and related hall management duties

#### Compensation:

- Desk Manager earn \$7.50 per hour and can work up to 40 hours a week.

- These job responsibilities are not all inclusive; other responsibilities may be added.
- If these, and other, expectations are not met, disciplinary actions will be taken that could lead to probation or termination of employment contract.

#### **Residential Living Facilities Assistant**

#### **Required Qualifications:**

- Previous maintenance or similar experience.
- Minimum weekday availability; 20 hours.
- Enrolled as a full-time student for the fall 2014 semester.
- Preference may be given to applicants who live on campus.

#### Major Job Responsibilities:

- Work a minimum of 20 hours a week.
- Assist members of Residential Living office with special projects.
- Attend requested summer staff meetings.
- Perform basic custodial tasks (clean rooms, bathrooms, common spaces and classrooms).
- Move residence hall furniture within rooms and between buildings.
- Aid in mattress removal and replacement.
- Aid in linen distribution.
- Flush toilets and turn on sinks in closed buildings to help reduce plumbing issues.
- Prepare rooms for painting; move furniture, patch holes, sand walls.
- Paint rooms, suites and apartments.
- Power-wash exterior portions of buildings.
- Complete other duties as assigned.

#### Compensation:

- Residential Living Facilities Assistants earn \$7.25 per hour and can work up to 40 hours a week.

- These job responsibilities are not all inclusive; other responsibilities may be added.
- If these, and other, expectations are not met, disciplinary actions will be taken that could lead to probation or termination of employment contract.