

HOUSING MANAGER & STUDENT ASSISTANT

EMPLOYMENT APPLICATION Fall 2011 - Spring 2012



UNIVERSITY APARTMENTS

UNIVERSITY AT ALBANY
State University of New York

*This application contains descriptions for
HOUSING MANAGER and STUDENT ASSISTANT positions.*

The University at Albany is an Equal Opportunity/Affirmative Action Employer. The Department of Residential Life is in accordance with the Office of Diversity and Affirmative Action. In keeping with the representative workforce goal set by the University at Albany, applications are encouraged to be submitted by persons regardless of race, color, religion, gender, national origin, marital status, ancestry, sexual orientation, war veterans, disability, age, or citizenship.

Important Dates

April 7, 2011	Applications Available online
April 15th, 2010	Application Due by 5PM
April 26 th - 28 th , 2011	Individual Interviews
April 29 th	Portfolio Presentations
May 5th, 2011	Notification of Applicants (Pick up your letter at the Empire Commons Office)
May 10th, 2011	Last day to accept position

Position Descriptions

University Apartments Housing Manager

Responsibilities

- The Housing Manager, supported by an Apartment Coordinator, will be responsible for assisting in the overall management and daily operations of their assigned cluster containing 24-36 apartments housing approximately 100-150 junior, senior and graduate students.
- Housing Managers will be expected to staff their respective office (Empire Commons or Freedom Apartments) on a weekly basis as deemed appropriate, for approximately 3 – 6 hours per week.
- Housing Managers will participate in weeknight and weekend duty rotation for the apartment complex serving as Director on Duty for the complex.
- Assistance with the setup, breakdown, and daily operations of summer conference housing for University Apartments is **REQUIRED**.
- Additional administrative and operational functions of the apartment complex, including but not limited to, check-in and checkout procedures, continuing student housing sign-up, staff selection, and facilities-related functions in conjunction with Apartments Maintenance personnel are required.
- Housing Managers will serve as a resource to residents when called upon and assist in collectively planning and sponsoring programs for residents.
- Housing Managers must complete 6 programming points each semester. One program must be a 4 point program. Programs are designed to meet the Department of Residential Life's six Learning Outcomes and cater to the University Apartments residents' needs.
- This is a **12-month term of appointment**. University Apartments does not close during University intercessions, and operates on limited schedules during these breaks, during which staff are expected to work. Summer job responsibilities are mandatory and will not allow for summer jobs or internships that may conflict with the workday.
- Housing Managers play an integral role in the *NY Giants* Summer Training Camp and other summer conferences which requires student staff to deliver bed parts to apartments throughout the complex and build the beds in preparation for camp. Through the duration of training camp Housing Managers serve as a resource to the *NY Giants* and may need to rebuild some beds as needed. Housing Managers participate in the tear-down of *NY Giants* camp beds for the academic year.

Remuneration

- Remuneration for the 12-month position includes a \$3,000 stipend plus a furnished, single bedroom in an apartment. Phone and cable hook-up included. Total package worth approximately \$7,000 - \$10,000.

Qualifications

- Enrollment in an undergraduate or graduate degree program for the duration of the position.
 - Experience working with the Department of Residential Life (i.e.: RA, SA, MA, OA, etc.) is preferred. Housing Managers without Residential Life experience are required to satisfactorily complete the Residential Life introduction courses ECPY 301 and ECPY 302.
 - May not hold another job or internship that may conflict with responsibilities listed above.
 - Understanding and appreciating the environmental factors that impact students living in a multi-cultural community is expected.
 - A good work ethic, excellent communication skills, the ability to work as part of a team, and an understanding of the importance of 'good customer service' are essential.
 - Positions begin approximately **June 1, 2011** and end **May 31, 2012**.
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University Apartments Student Assistant (Freedom only)

Responsibilities

- Each SA will cover the office for weekdays and weekends on a rotating basis throughout a **12-month term of appointment**. Freedom Apartments does not close during University recesses or during the summer months.
- Duties include, but are not limited to, administrative and operational functions for the Freedom Office, such as check-in and check-out procedures, and proper reporting of Freedom Apartment repairs.
- Student Assistants will serve as a resource to residents when called upon and assist in collectively planning and sponsoring programs for residents.
- Summer job responsibilities are mandatory and will not allow for summer jobs or internships that may conflict with the workday.
- Student Assistants play an integral role in the *NY Giants* Summer Training Camp and other summer conferences which requires student staff to deliver bed parts to apartments throughout the complex and build the beds in preparation for camp. Through the duration of training camp Housing Managers serve as a resource to the *NY Giants* and may need to rebuild some beds as needed. Housing Managers participate in the tear-down of *NY Giants* camp beds for the academic year.

Remuneration

- Remuneration for the position will include a bed waiver (phone and cable hook-up included).

Qualifications

- Full-time enrollment in an undergraduate or graduate degree program for the duration of the position.
- Understanding and appreciation of the environmental factors that impact students living in a multi-cultural community is essential.
- A good work ethic, excellent communication skills, the ability to work as part of a team, and an understanding of the importance of 'good customer service' is essential.
- Persons filling these positions should plan to work approximately **15** hours per week. Positions begin approximately **June 1, 2011** and end **May 31, 2012**.

University Apartments Student Staff Application Fall 2011 - Spring 2012

Department of Residential Life ♦ Division of Student Success

Please print legibly.

Full Name: _____ Student ID _____
Last First MI

Campus Address: _____
Quad Hall Room # Box #

Cell Phone: _____ Local Phone: _____

E-mail Address (Albany): _____

Permanent Address: _____
Street Town/City State Zip

Check here () if you will have an assistantship, internship, or will be student teaching during the Fall 2011 Semester.

What other commitments will you have next semester (job, athletics, campus activities, etc.)?

Have you worked for the Department of Residential Life at the University at Albany or any other school? _____
If yes indicate the number of semesters, positions held and location _____

Are you in good academic standing with the University at Albany (**2.50 GPA or above**)?

() Yes () No If no, explain:

Are you in good disciplinary/judicial standing with the University?

() Yes () No If no, explain:

Academic Status

Class Status as of Fall 2011: (Circle One) FR SO JR SR GR

Major(s): _____

Years Completed at UAlbany: _____

Anticipated Graduation Date: _____

Applicant Portfolio Guidelines

The portfolio includes:

- Cover Letter; which includes
 - An outline of relevant experiences that would make you a strong candidate for the position;
 - Ways you plan to contribute to the work of University Apartments and the Department of Residential Life
- Up to date Resume
- Completed short answer responses
- Sample program proposal
 - Choose from the following learning outcomes/categories. **(PICK ONE)**
 - ✦ Demonstrate behaviors of mutual respect
 - ✦ Positively contribute to their community
 - ✦ Work to resolve conflicts and overcome challenges
 - ✦ Display life skills
 - ✦ Exhibit pride in the University ay Albany
 - ✦ Demonstrate behaviors that positively contribute to a sustainable environment
 - A. Describe the program concept and goal(s).
 - B. Describe how the program is geared towards the University Apartments community.
 - C. Describe intended activities that will take place during the program.
 - D. Timeline that will be used for planning the event.
 - F. Provide and sample evaluation tool that would be used to determine what students would learn by attending your program (survey, quiz, questionnaire etc.)
 - G. Provide a sample flyer.
- Recommendation from current supervisor
 - Use provided evaluation form
- Recommendation from past supervisor
 - Use provided evaluation form
- Academic recommendation
 - Recommendation can be from a professor, counselor, dean, etc.
 - Use provided evaluation form

April 29th, 2011

Each candidate will sign up for a time slot to individually present their completed portfolios

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Department of Residential Life ♦ Division of Student Success

Short Answer Questions

Please answer the following questions on a separate page (the answers should be typed and include the questions with the responses) Please answer the following questions.

1. Explain what you believe would be the biggest reward and biggest challenge of the HM and/or SA position?
2. Please share your future goals and objectives in life and how you think the HM and/or SA position would be beneficial in achieving these goals?

* Limit your responses to one-half page per question.

References

Please list three references and their contact information. Your direct supervisor should be listed. Supervisor should submit Supervisor Evaluation Form.

Name	Position	Phone Number
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Name	Position	Phone Number
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Name	Position	Phone Number
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I, _____, certify that I meet all of the qualifications and requirements as stated in the attached materials.
Applicant Name

Signature: _____ Date: _____

Please return applications and supporting materials to:
Peggy Beneby
Staff Development Director,
University Apartments
Empire Commons Community Building

Applications are due: April 15th, 2011