

# HOUSING MANAGER & STUDENT ASSISTANT

## EMPLOYMENT APPLICATION Spring 2010



# UNIVERSITY APARTMENTS

UNIVERSITY AT ALBANY

State University of New York

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

To be eligible for these positions one must have been a staff member for the Department of Residential Life at the University at Albany, State University of New York for at least TWO semesters (THREE semesters preferred). After reviewing position descriptions, please check the appropriate box(es) on the application for the position(s) to which you are applying.

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

September 21, 2009	Applications Available online
September 29, 2009	Applications & Resumes Due by 5PM
October 19-23, 2009	Individual Interviews
October 27, 2009	Notification of Applicants (Pick up your letter at the Empire Commons Office)
October 29, 2009	Last day to accept position

# Position Descriptions

## University Apartments Housing Manager

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### 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 check-out 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 **5-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.

### Remuneration

- Remuneration for the spring 2010 semester is a \$1,000 stipend plus a furnished, single bedroom in an apartment. Phone and cable hook-up included.

### Qualifications

- Enrollment in an undergraduate or graduate degree program for the duration of the position.
- At least TWO (three preferred) semesters of experience working with the Department of Residential Life (i.e.: RA, SA, MA, OA, etc.) is REQUIRED.
- 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 **January 1, 2010** and end **May 31, 2010**.

## University Apartments Student Assistant (Freedom only)

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### Responsibilities

- Each SA will cover the office for weekdays and weekends on a rotating basis throughout a **5-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.

### Remuneration

- Remuneration will include a standard room waiver, in a furnished 3-bedroom apartment, (phone and cable hook-up included).

### Qualifications

- Full-time enrollment in an undergraduate or graduate degree program for the duration of the position.
- Previous residence experience is required. 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 **January 1, 2010** and end **May 31, 2010**.

# University Apartments Student Staff Application Spring 2010

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 Spring 2010 Semester.

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

How many semesters have you worked for the Department of Residential Life? (please include fall 2009) \_\_\_\_\_  
In what capacities and where? \_\_\_\_\_

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 2009: (Circle One) FR SO JR SR GR

Major(s): \_\_\_\_\_

Years Completed at UAlbany: \_\_\_\_\_

Anticipated Graduation Date: \_\_\_\_\_

## Cover Letter and Resume

Please include, with your completed application, a cover letter and up-to-date resume. The cover letter should include:

- The position you are applying for;
- 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

# University Apartments Student Staff Application Spring 2010

*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. List and describe three characteristics about yourself that you feel would assist you in the position?
2. List and describe three characteristics about yourself that you feel would make the position challenging for you?
3. 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. Your direct Supervisor should submit Supervisor Evaluation Form and you need to obtain a recommendation from your Quad Coordinator.

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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: September 29, 2009**