

2015-16 DESK ASSISTANT APPLICATION

For New Candidates Only

March 30, 2015

Dear Resident:

The Office of Residence Life (ORL) is now accepting applications for **new** Desk Assistants (DAs) for the **2015-16** academic year. We hope that this letter will provide details regarding this selection process.

Applicants who are seriously interested in applying for this position, must attend **one** of the **two** DA information sessions scheduled for **Monday, March 30**, in the **Tubman Hall Lounge** or **Wednesday, April 1** in the **Holmes Hall Lounge**. Both sessions will start at 7:30 pm.

This packet contains:

- Cover letter with detailed instructions regarding the application & selection process
- Application checklist
- Actual application (*contains questions about work history & request for current working phone numbers of three (3) references*)
- Desk Assistant Job Description
- Candidate Interview Availability Sheet
- Selection timeline

Before getting started, applicants are expected to check the materials they print to ensure they have all of the documents needed to begin this process. Be sure to read all materials thoroughly.

ELIGIBILITY CRITERIA

To be considered a viable candidate, applicants must: A) *have lived in the traditional residence halls at Bowie State University (BSU) for at least one academic year*; B) *have a minimum 2.5 cumulative **and** term grade point average (GPA)*; C) *be currently be enrolled full time at BSU*; D) *be in good judicial standing--having no judicial involvement within the past 12 months or been documented for any Health and Safety Inspection violations*; E) *have no outstanding financial obligations to the university and*; F) *have completed and submitted all materials listed in this document, to ORL by **2 pm, Wednesday, April 15, 2015***.

Students planning to live in Christa McAuliffe for 2015-16, are ineligible to apply for this position.

YOUR COMPLETED APPLICATION PACKET MUST INCLUDE:

- One completed **application**
- One **5" x 7" colored head shot** with the applicant's name printed on the back, in the middle of the photo (*the picture may not have been taken more than 3 days prior to the application deadline*)
- One **Candidate Interview Availability Sheet**
- **The names, job title and working phone numbers of three (3) employers** who have agreed to serve as a reference.

At least one reference must be from a BSU employee--someone the applicant has worked for. If the applicant has never had a position on the BSU campus, then all three references must be from three former employers. References will not be accepted from friends or relatives unless the applicant was paid for their work

- One copy of the applicant's **Enrollment Verification** to show as proof of being enrolled in a minimum of 12 credit hours for **fall 2015**
- One **unofficial Transcript** (*applicants can download a current copy from their Bull Dog account*)

All applications materials must be **submitted to the Office of Residence Life by 2 pm, Wednesday, April 15, 2015.**

THE PROCESS

- Attend **one of two** information sessions scheduled for: **Monday, March 30, 7:30 pm, Tubman Main Lounge or Wednesday, April 1, 7:30 pm, Holmes Hall Lounge**
- Once the application has been submitted, a Resident Director will use the **Candidate Availability Sheet** to schedule **a one-hour interview** the week of **Thursday, April 16 – Friday, May 1.**

During this time, the selection committee will be contacting the three people listed on each application to check references. The committee will need to speak to **ALL three references** so applicants need to make sure that the names, titles and phone numbers provided are current and accurate.

- **April 20 – 24** applicants must go to the BSU website; under **Campus Life**, select **Office of Residence Life**. Then, on the left-hand side of the screen, click on **Housing Application** to complete a **Returning Student room application and select a meal plan**
- The DA Selection Committee will convene on Tuesday, May 5, 2015 to make final hiring decisions
- All applicants **must pick up their decision letter** at ORL **beginning at 1:30 pm, Thursday, May 7, 2015.** Be sure to bring your Residence Life ID.
- All applicants must check the appropriate box and sign in the space provided at the bottom of the letter, then submit the entire letter to ORL by no later than **2 pm, Monday, May 11, 2015.**

Applicants who are offered and accept the position, must also submit with their letter, a copy of their Enrollment Verification Form to show as proof of being enrolled in a minimum of 12 credits for fall 2015.

Please read the **Living on Campus** newsletter, located on the ORL website, for detailed information about the **2015-16** room selection and the lottery process.

Failure to complete all steps, as outlined, in this application and/or meeting all eligibility requirements will result in an applicant not being hired.

On June 1, 2015, the Director of Residence Life will do a final check of applicants hired term and cumulative GPA for spring 2015. Anyone who fails to maintain eligibility requirements will be sent a letter rescinding the Desk Assistant job offer.

All DAs hired will be required to return to campus, Sunday, August 23 before 3 pm to attend training and prepare for the opening of school. **Anyone unable to return to campus on the designated date and time will not be hired.**

Please direct all questions regarding this selection process to ORL at (301) 860-5000 and someone will follow up.

Sincerely,

Desk Assistant Selection Committee

Office of Residence Life

2015-16 NEW DESK ASSISTANT CANDIDATE APPLICATION CHECKLIST

You must submit the following:

- Completed application
- The names of three (3) Employers which should include their full name, job title and current working telephone number.

At least one reference must be from a Bowie State University employee--someone you worked for. If you have never had a position at BSU, then all 3 references must be from former employers. References will not be accepted from friends or relatives unless you worked for them and were paid for your work.

- Submit a 5" x 7" colored "head shot" of yourself *(photo can be no older than one month old)*
- An Unofficial Transcript *(unofficial is fine but it must be current)*
- A list of six (6) 1-hour time-blocks you will be available for a candidate interview
- Submit a completed application packet by **2 pm on Wednesday, April 15, 2015**

Should you be hired and you accept the position, along with your acceptance letter, you must submit a copy of your Enrollment Verification Form to verify that you are registered for classes **FULL TIME** @ Bowie State University for fall 2015 by no later than Noon on Friday, May 1, 2015.

BOWIE STATE UNIVERSITY

OFFICE OF RESIDENCE LIFE

APPLICATION FOR THE RESIDENCE HALL DESK ASSISTANT POSITION

To be eligible to be hired as a Desk Assistant you must:

1. Currently live on campus and has live on campus for a minimum of one full academic year
2. Submit a recent 5" x 7" colored photo (head shot). Photo must have been taken with the past month
3. Possess a 2.5 or higher cumulative and term GPA
4. Registered at BSU as a fulltime student (taking a minimum of 12 credit hours) for fall 2015
5. Be in good Judicial Standing (no judicial involvement or room inspection violations since March 30, 2014)
6. No outstanding financial commitments to the University
7. Have completed a Returning Student Application and chosen a meal plan on the ORL website
8. If you are Lottery Number recipient, you have gone online to select a room

PLEASE PRINT OR TYPE NEATLY

PERSONAL INFORMATION:

NAME: _____
(FIRST NAME) (LAST NAME) (MIDDLE INITIAL)

DATE OF BIRTH: _____ STUDENT ID#: _____

CAMPUS BUILDING & ROOM #: _____ CELL PHONE #: _____

BSU EMAIL ADDRESS: _____

ALTERNATE EMAIL ADDRESS: _____

NUMBER OF SEMESTERS YOU HAVE LIVED ON CAMPUS: _____

ACADEMIC INFORMATION:

Overall Cumulative GPA: _____ Term GPA: Average: _____

Number of credit hours earned to date: _____ Major: _____

Expected Date of Graduation (semester & year): _____

APPLICANTS: Please attach a copy of your current unofficial transcript and the Enrollment Verification form from the current semester.

COLLEGE ACTIVITIES:

Please check and specify if you plan to participate in any of the following activities:

Student Government (specify office) _____

Varsity Athletics (specify sport) _____

Fraternity or Sorority (specify office) _____

Student Teaching (specify # of semesters) _____

Cooperative Education (specify # of semesters): _____

Internship (specify semesters): _____

Field Placement (specify semester (s): _____

On-Campus Employment (specify office, name & extension of your supervisor): _____

Off-Campus Employment (specify job and # of hours per week): _____

Work Study (specify job, name and extension of your supervisor): _____

Other: _____

Briefly describe why you would like the position for which you have applied. Include personal benefits and rewards.

Briefly describe any relevant work, volunteer, or college experience or training you have had that would qualify you for the position.

WORK HISTORY:

Please list your work experience with your most recent position first:

Supervisor's name: _____ Job Title: _____

Phone #: _____ From: _____ to _____

Duties and responsibilities: _____

Supervisor's name: _____ Job Title: _____

Phone #: _____ From: _____ to _____

Duties and responsibilities: _____

Supervisor's name: _____ Job Title: _____

Phone #: _____ From: _____ to _____

Duties and responsibilities: _____

REFERENCES:

List the names and phone numbers of three persons (*other than relatives*) who would be willing to be employer references that we may contact, one of whom should be a Bowie State Employer.

1. _____ Phone: _____

2. _____ Phone: _____

3. _____ Phone: _____

List the name and phone number of your current Resident Assistant: _____

FINANCIAL AID:

If you are selected for employment and you are receiving financial aid, your award may be adjusted. Contact the Financial Aid Office for further information.

TERMS OF APPLICATION AND EMPLOYMENT:

I hereby certify that the above statements are correct. I understand that, by falsifying this document, I disqualify myself from further consideration for the position. By signing this application, I authorize the Office of Residence Life to verify the information requested above with the Bowie State University Registrar, the appropriate Bowie Professional Staff, and those other supervisors and references listed.

I understand that, if I am accepted for this position, I may be expected to stay through finals week for work assignments, and that I may be required to return prior to hall opening each semester for work assignments or training. I also understand that I may be required to work when the residence facilities are open, such as Thanksgiving, winter, and spring breaks and during holiday periods. Furthermore, I understand that my job is subject to regular evaluation by Residence Life staff. Failure to comply with office standards as outlined in the appropriate job description and staff manual may result in termination.

SIGNATURE OF APPLICANT

DATE

THE OFFICE OF RESIDENCE LIFE IS AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER. APPLICANTS WILL NOT BE DISCRIMINATED AGAINST ON THE BASIS OF RACE, NATIONAL ORIGIN, CREED, RELIGIOUS AFFILIATION, SEX, SEXUAL ORIENTATION, OR PHYSICAL ABILITY.

ALL APPLICATION MATERIALS MUST BE SUBMITTED TO THE OFFICE OF RESIDENCE LIFE BY 2 PM, WEDNESDAY, APRIL 15, 2015.

BOWIE STATE UNIVERSITY

OFFICE OF RESIDENCE LIFE

DESK ASSISTANT JOB DESCRIPTION

The Desk Assistant is a part-time employee of the Office of Residence Life and reports directly to the Resident Director and ultimately to the Director of Residence Life. The Desk Assistant (DA) is responsible for providing security safety and service for the residence halls.

1. SPECIFIC RESPONSIBILITIES:

- a. Assist in securing the building by checking a photo ID of everyone entering the building to ensure that no strangers are in the lobby.
- b. Contacting Public Safety when their assistance is needed. Students living in the residence halls must show a Residence Life ID.
- c. Answer desk telephone in a professional manner, giving out information and taking messages for students.
- d. Monitor the proper sign-in and sign-out of guests and visitors.
- e. Record any unusual activity in the Front Desk Log.
- f. Complete incident report when appropriate.
- g. Equipment and game sign-out.
- h. Collect maintenance requests and forwarding them to the Resident Director or the Residence Life Central Office.
- i. Key distribution at check-in and key collection at checkout.
- j. Providing information to students.
- k. Public Relations.
- l. Responsible for cleanliness of the lobby area.
- m. Post and remove information in the lobby.
- n. Perform clerical duties as assigned by the Resident Director.

2. AS A MEMBER OF THE OFFICE OF RESIDENCE LIFE:

- a. Be responsible for providing safety, security and service to resident students.
- b. Be fair and consistent in following the established rules, regulations, and procedures.
- c. Be a good role model for other students.
- d. Work within the system to maintain a high quality desk operation for the students.
- e. Refer students to appropriate people when they require assistance that you cannot provide.
- f. Perform other duties as needed by the Office of Residence Life.

3. WORKSHOP AND INSERVICE TRAINING:

- a. The Desk Assistant is expected to attend a 1-day fall and 1-day spring workshop and any staff in-service meetings as directed.
- b. Each Desk Assistant is expected to attend any special emergency meetings, which may be called by the Office of Residence Life or by the Resident Director.
- c. Each Desk Assistant is expected to attend a mid-semester formal evaluation session per semester with his/her Resident Director.

4. TERMINATION OF EMPLOYMENT:

a. Termination Prior to Beginning Employment

Prior to the time employment begins, if in the opinion of the Office of Residence Life staff, the Desk Assistant (DA) fails to maintain the minimum (*2.50 cum grade point average*) academic requirements or fails to adhere to a standard of behavior consistent with the DA position, the staff offer may be withdrawn.

b. Reasons for Termination during the Academic Year

Termination from the DA position can result from breach of the contract, or breach of Residence Life rules and regulations, and/or from unsatisfactory performance. For example: a DA may perform extremely well and violate the terms of the DA agreement regarding grades or building regulations; or the DA may abide by the agreement but not have the skills and/or motivation necessary to succeed in the position. Termination for violation of the DA agreement may be automatic. Termination for unsatisfactory performance will generally only be considered after the staff member's direct supervisor has made oral and written efforts to point out those areas, which need improvement. And help the DA improve his/her skills and performance through personal support, guidance and regular evaluation.

c. Termination at the end of the Academic Year

The DA position is for one academic year. Staff must therefore, go through a reapplication process to be considered for rehiring. All hiring decisions are contingent upon the approval of the DA's direct supervisor, the Resident Director and the Director of Residence Life.

d. Procedures for Termination

In all cases, the decision to terminate will reside with the Director of Residence Life. Any appeals following dismissals may be initially submitted to the Director of Residence Life within (2) two working days of receipt of written notice of termination. In all cases, where termination is being considered during the year, consultation between the Desk Assistant & the Resident Director must take place prior to termination. Termination at the end of the agreement period will not require such a process since this agreement expires at the end of that period.

e. Dismissal from the University

Desk Assistants are immediately terminated from his/her position upon withdrawal from the college.

5. QUALIFICATIONS:

- a. The Desk Assistant must have a minimum 2.50 semester and cumulative GPA to apply for the position.
- b. Must live on campus.
- c. No prior judicial involvement
- d. Be registered as a full time student at Bowie State University.
- e. No outstanding financial obligations to the institution.
- f. Must have a completed application on file in the Residence Life Office prior to the application deadline.
- g. To continue in the position, you must maintain a **2.50 term and cumulative GPA**. If either GPA falls below 2.50 mid-year, the Desk Assistant will be placed on academic probation for the spring semester. Having both the term and cumulative GPA falls below 2.50 will mean automatic termination for the remainder of the academic year.

CANDIDATE AVAILABILITY SHEET FOR DA INTERVIEWS

PRINT NAME: _____

Please draw a diagonal line “\” through at least **six (6) separate 1-hour time slots** (*see sample below*) when you will be available for your one hour interview. No Interviews will be scheduled from Noon - 1 pm and over the weekend. This is a real job interview so you are expected to be dressed appropriately and arrive on time.

| Each time slot represents ½ hour | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY <i>Sample</i> |
|----------------------------------|--------|---------|-----------|----------|--------|---|
| 9 am - 9:30 am | | | | | | \n <i>This line represents two hours</i> |
| 9:30 am - 10 am | | | | | | |
| 10 am - 10:30 am | | | | | | |
| 10:30 am - 11 am | | | | | | |
| 11 am - 11:30 am | | | | | | |
| 11:30 am - Noon | | | | | | |
| Noon - 12:30 pm | LUNCH | LUNCH | LUNCH | LUNCH | LUNCH | |
| 12:30 pm - 1 pm | LUNCH | LUNCH | LUNCH | LUNCH | LUNCH | |
| 1 pm - 1:30 pm | | | | | | \n <i>This line represents two hours</i> |
| 1:30 pm - 2 pm | | | | | | |
| 2 pm - 2:30 pm | | | | | | |
| 2:30 pm - 3 pm | | | | | | |
| 3 pm - 3:30 pm | | | | | | |
| 3:30 pm - 4 pm | | | | | | |
| 4 pm - 4:30 pm | | | | | | |
| 4:30 pm - 5 pm | | | | | | |
| 5 pm - 5:30 pm | | | | | | |
| 5:30 pm - 6 pm | | | | | | \n <i>This line represents two hours</i> |
| 6 pm - 6:30 pm | | | | | | |
| 6:30 pm - 7 pm | | | | | | |
| 7 pm - 7:30 pm | | | | | | |
| 7:30 pm - 8 pm | | | | | | |
| 8 pm – 8:30 pm | | | | | | |
| 8:30 pm – 9 pm | | | | | | |

2015-16 DESK ASSISTANT SELECTION & TRAINING SCHEDULE

Revised March 11, 2015

| <u>WHO</u> | <u>WHAT</u> | <u>WHEN</u> | <u>WHERE</u> |
|---------------------|--|---------------------------------------|--------------------------|
| ORL | Post new DA candidate Applications | Monday, March 30 by the COB | Log onto ORL web site |
| New Candidates | 1 st of 2 Information Sessions | Monday, March 30 @ 7:30 pm | Tubman Hall Main Lounge |
| New Candidates | 2 nd of 3 Information Sessions | Wednesday, April 1 @ 7:30 pm | Holmes Hall Meeting Room |
| Candidates | Application Deadline | Wednesday, April 15 by 2 pm | Into ORL |
| Director | Checks GPA & Judicial checks | Wednesday, April 15 by COB | Director's Office |
| Candidates | Interviews & Reference checks | Thursday, April 16 – Tuesday April 28 | RD Office |
| All DA Candidates | Complete a Returning Resident Application & choose meal plan | Week of April 20 – April 24 | On the ORL web site |
| Director, AD, & RDs | DA Hiring Caucus | Thursday, April 29 @ 10 am | ORL Conference Room |
| All DAs | Pick up decision letters | Friday, May 1 beginning @ 1:30 pm | ORL |
| ALL DAs Hired | Lottery # recipients MUST select a room | Monday, May 4 – Thursday, May 7 | Log onto the ORL website |
| Applicants | Deadline to accept or decline the position & copy of the Enrollment Verification form for fall 2015 | Thursday, May 7 by Noon | ORL |
| Director | Checks final spring 2015 term and cumulative GPAs and other eligibility requirement | Monday, June 2 | Director's Office |
| All Candidates | Return to campus for Training | Sunday, August 23 by 3 pm | Check into your room |
| All DAs | Attend Training | Monday, August 24, 9 am – 12:30 pm | ORL Conference Room |
| All Staff | Department opening of school meeting | Monday, August 24, 2 pm – 4 pm | Haley Hall Lounge |