March 10, 2016

Dear Resident:

The Office of Residence Life (ORL) is now accepting applications for new Desk Assistants (DAs) for the 2016-17 academic year. We hope that this letter will provide details regarding the Desk Assistant application process. This is a year long commitment,

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
- Interview Availability Sheet
- Selection timeline

Please check to see that the packet you printed has all of the necessary materials you will need to begin this process. Be sure to read all materials thoroughly.

Information sessions for the Desk Assistant hiring process will take place on Tuesday, March 29, 8 pm, in the Towers Lounge and Wednesday, March 30, 8 pm in Holmes Hall Lounge. If you are serious about applying for this position, you MUST attend one of these information sessions.

Eligibility Criteria

To be considered a viable candidate you must: A) have lived in the traditional residence halls at Bowie State University for at least one academic year; B) have a minimum 2.5 cumulative and term grade point average (GPA); C) be currently enrolled at Bowie State; D) be in good judicial standing (no judicial involvement or Health & Safety violations within the past 12 months); E) not owe any money to the university and; F) have completed and submitted all materials listed in this document, to the Office of Residence Life by 2 pm, Wednesday, April 6, 2016.

Students living in Christa McAuliffe for 2016-17, are ineligible to apply for this position.

A Completed Application Packet must Include:

- One application with all questions completely answered
- One 5” x 7” colored head shot taken no more than two (2) days prior to the application deadline
- A completed Candidate Interview Availability Sheet
- Names and telephone numbers of Three (3) employers
  - At least one reference must be from a Bowie State University employer--someone you have worked for.
  - If you have never had a position on campus, then all three references must be from former employers.
  - References will not be accepted from friends or relatives unless you were paid for your work.

- A copy of your Enrollment Verification to show proof of being registered for fall 2016 classes
- An unofficial Transcript (candidates can download a current unofficial copy from their Bull Dog account)

All of these materials must be submitted to the ORL by 2 pm, Wednesday, April 6, 2016.
THE PROCESS

- It is mandatory that candidates attend one of two information sessions scheduled for: Tuesday, March 29 at 8 pm, in the Towers Lounge or Wednesday, March 30 at 8 pm in the Holmes Hall Lounge.

- Once the application packet has been submitted, a RD will use the Candidate Availability Sheet to schedule a one-hour interview during the time period of Monday, April 11 – Friday, April 22.

  After the interview, the RDs will contact the three people you list in your application packet to conduct reference checks. The RD will need to speak to ALL three references so make sure the names and phone numbers you provide are accurate and current.

- The DA Selection Committee will convene on Wednesday, April 27 to make final hiring decisions.
- Candidates must bring their Residence Life ID to receive their decision letter beginning at 1:30 pm, Friday, April 29, 2016 at ORL.
- **ALL candidates must check the appropriate box and sign in the space provided at the bottom of the letter.** Once signed, submit the entire letter to ORL by no later than Noon, Thursday, May 5, 2016. Candidates who accept the position, must also submit a copy of their Enrollment Verification Form to show as proof of being registered as a full time student (taking a minimum of 12 credits or more classes) for fall 2016.

Failure to complete all steps as outlined in this application packet or meet all eligibility requirements will result in a candidate not being hired.

Candidates who accept the position must check-in at the McKeldin Gym, Tuesday, August 26, 10 am – Noon. All DAs must attend the mandatory fall 2016 training session scheduled for 2 pm in the Haley Hall Conference Room.

Candidates who do not have a room assignment in the traditional halls by the time of check in will not be able to be a DA for fall 2016.

Questions or concerns about this process, should contact the Office of Residence Life at (301) 860-5000 to leave a message for the DA Coordinator.

Thank you for your interest in the Residence Life Desk Assistant position for 2016-17.

Sincerely,

Desk Assistant Selection Committee

Office of Residence Life
2016-17 NEW DA CANDIDATE APPLICATION CHECKLIST

ALL Candidates must submit the materials listed below by 2 pm, Wednesday, April 6:

☐ 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.

☐ A 5” x 7” colored “head shot” (the photo may not have been taken more than 2 days prior to the application deadline)

☐ An Unofficial Transcript (must be printed within 2 days prior to the application deadline)

☐ A list of six (6) 1-hour time-blocks the candidate will be available for a one-hour interview

☐ Submit the completed application packet to ORL by Wednesday, April 6, 2016 by 2 pm

Candidates accepting the position, must bring a copy of their Enrollment Verification Form to verify that they are registered for classes FULL TIME at Bowie State University for fall 2016 when they return their acceptance letter to ORL by no later than Noon, Thursday, May 5, 2016.
To be eligible to be hired as a Desk Assistant candidate must:

1. Currently live in the traditional and have lived on campus for a minimum of one full academic year
2. Submit a 5” x 7” colored head shot that has been taken within two days prior to the application deadline
3. Possess a 2.50 or higher cumulative and term GPA
4. Be registered at BSU as a fulltime student (taking a minimum of 12 credit hours) for fall 2016
5. Have no judicial involvement or room inspection violations since April 4, 2015
6. Have not owe the University any money
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

PERSONAL INFORMATION:

Date of Birth: 

Building & Room #: ___________________________ Cell Phone #: ___________________________

BSU Email Address: ________________________________

Alternate Email Address: ________________________________

Student ID#: ___________ Number of Semesters You Have Lived On Campus: ___________

ACADEMIC INFORMATION:

Overall Cumulative GPA: _______ Term GPA: _______

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 for the current semester.

COLLEGE ACTIVITIES:

Please circle 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 semester(s)): ____________________________________________________

Cooperative Education (specify semester(s)): _______________________________________________
INTERNSHIP (specify semester(s)): ________________________________

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, & 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: ________________________________ COMPANY NAME: ________________________________

JOB TITLE: ________________________________ PHONE OR CELL #: ________________________________

FROM: ____________ TO ____________ POSITION: ________________________________

DUTIES AND RESPONSIBILITIES: ______________________________________________________________

___________________________________________________________________________________________

SUPERVISOR’S NAME: ________________________________ COMPANY NAME: ________________________________

JOB TITLE: ________________________________ PHONE OR CELL #: ________________________________

FROM: ____________ TO ____________ POSITION: ________________________________

DUTIES AND RESPONSIBILITIES: ______________________________________________________________

___________________________________________________________________________________________

___________________________________________________________________________________________
SUPERVISOR’S NAME: ___________________________ COMPANY NAME: ___________________________

JOB TITLE: ___________________________ PHONE OR CELL #: ___________________________

FROM: ___________ TO ___________ POSITION: ___________________________

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 Employee.

1. ___________________________________ PHONE #: ___________________________

2. ___________________________________ PHONE #: ___________________________

3. ___________________________________ PHONE #: ___________________________

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

NAME: ___________________________ CELL #: ___________________________

FINANCIAL AID:
Candidates that are selected for employment and are receiving financial aid, their 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. APPLICATIONS 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 Wednesday, April 6, 2016 by 2 PM.
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. Students living in the residence halls must show a Residence Life ID.
   b. Contacting Public Safety when their assistance is needed.
   c. Answering 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. Collecting 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 inservice 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 Office of Residence Life 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 fall below 2.50 will mean automatic termination for the remainder of the academic year.
Please draw a diagonal line ‘\’ through at least six (6) separate 1-hour time slots (see sample below) for when you will be available for your one-hour interview. No Interviews will be scheduled from Noon - 1 pm and over the weekend. All Interviews will take place between Monday, April 11\textsuperscript{th} - Wednesday, April 22\textsuperscript{nd} please schedule time with these dates in mind. This is a real job interview so you are expected to be dressed appropriately and arrive on time.

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## 2016-17 Desk Assistant Selection & Training Schedule

*Revised March 17, 2016*

<table>
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<th>WHO</th>
<th>WHAT</th>
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<tbody>
<tr>
<td>ORL</td>
<td>Post new DA candidate Applications</td>
<td>Friday, March 25 by the COB</td>
<td>On ORL web site</td>
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</table>
| Candidates | Attend 1 of 2 Information Sessions | Tuesday, March 29, 8 pm  
Wednesday, March 30, 8 pm | Towers Lounge  
Holmes Lounge |
| Candidates | Application Deadline | Wednesday, April 6, by 2 pm | ORL |
| Director | GPA & Judicial checks | Friday, April 8 by COB | Director’s Office |
| Candidates | Interviews & Reference checks | Monday, April 11 – Friday, April 22 | RD Office |
| ORL | DA Selection Hiring Caucus | Wednesday, April 27, 10 am – 11:30 am | Haley Conference Room |
| Candidates | Pick up decision letters | Friday, April 29 beginning at 1:30 pm | ORL |
| Candidates | Deadline to accept or decline the position | Thursday, May 5 by Noon | ORL |

*If we offer you a position and you accept, you must check the appropriate box and sign in the space at the bottom of the page. Then submit the entire letter, along with a copy of your Enrollment Verification form for Fall 2016.*

| All DAs | Check-into for fall 2016 | Friday, August 26, 10 am – Noon | McKeldin Gym |
| All DAs | Fall 2016 Training | Friday, August 26, 2 pm | Haley Conference Room |

Desk Assistants cannot start work until after they have signed their contract in the Office of Human Resources!