



Office of Residence Life

## 2016 – 17 COMPUTER LAB ASSISTANT APPLICATION

August 19, 2016

Dear Resident:

The Office of Residence Life (ORL) is accepting applications for the **2016-17** academic year for Computer Lab Assistants (CLAs). This application is for **NEW APPLICANTS ONLY!** We hope that this packet will provide applicants with information needed to make an informed decision about whether or not to apply for the Residence Life Computer Lab Assistant position in the Ernest E. Just Learning Center and Computer Lab.

This packet contains:

- This cover letter with detailed instruction regarding the application & selection process
- An application checklist
- Actual Application (*contains questions about work history & request for Current working phone numbers of three (3) references*)
- Residence Life Computer Lab Assistant Job Description
- Interview Availability Form
- 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.

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

### 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) currently be enrolled full time at BSU; D) have no judicial involvement or been documented for any Health and Safety Inspection violations within the past 12 months; 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, Thursday, September 8, 2016.***

### A COMPLETED APPLICATION PACKET MUST INCLUDE:

- 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 **CLA Applicant Interview Availability Sheet**
- The **names, job title** and **current working phone numbers** of **three (3) employers** who have agreed to serve as references for you.

At least one reference must be from a BSU employee--someone the applicant has worked for. If the applicant has never had a job on the BSU campus, then all three references must be

from other employers. References will not be accepted from friends or relatives unless the applicant was paid for their work

- One **unofficial Transcript** (*applicants can download a current copy from their Bull Dog account*)
- Proof of registration for fall 2016 classes

All application materials must be submitted to ORL by **2 pm on Thursday, September 8, 2016**.

### **THE PROCESS**

- Applications are available on the ORL website
- Complete and submit application to ORL by **2 pm, Thursday, September 8, 2016**
- The Haley RD will use your ***Interview Availability Sheet*** to schedule interviews to take place **Monday, September 12 through Thursday, September 15, 2016**
- Beginning at **Noon, Tuesday, September 20**, applicants must pick up decision letter at ORL

Applicants who fail to complete all of the steps outlined in the application packet will not be offered a position.

Applicants who submit their signed acceptance letter by the deadline will be expected to go to Office of Human Resources when notified by ORL to sign their contract.

Thank you for your interest in the Residence Life Computer Lab Assistant position.

Sincerely,

*Computer Lab Assistant Selection Committee*

Office of Residence Life

## COMPUTER LAB ASSISTANT APPLICATION CHECKLIST

- Complete Application which should include the names and working telephone numbers for at least 3 employers.
  - References: *At least one reference should be from a Bowie State University employer--someone you worked for. If you have never had a position at BSU, then all 3 references must be from former employers. We will not accept "character" references. References from family members or friends will not be accepted unless you worked for them and were paid for that work.*
  - Transcript *(unofficial is fine but it must be current)*
  - Have lived on campus for a least one year at Bowie State and have a room assignment in the traditional halls.
  - Be registered as a full time student *(enrolled in a minimum of 12 credit hours) for fall 2016.*
  - A recent color photo of yourself - *(the picture may not have been taken more than 3 days prior to the application deadline)*
  - A list of **six 1-hour time time-blocks** you would be available for an **interview Monday, September 12 through Thursday, September 15, 2016.**
  - A copy of your course schedule and other time commitments *(to confirm that you have enough available time to commit to the job responsibilities).*
- As per the university's work requirement, student workers cannot work more than 20 hours a week.**
- Submit all materials to ORL by **2 pm, Thursday, September 8, 2016.**



**OFFICE OF RESIDENCE LIFE**

**APPLICATION FOR COMPUTER LAB ASSISTANT POSITION**

**To be eligible to be hired as a Computer Lab Assistant, applicants must:**

1. *Have lived on BSU campus for at least one full academic year*
2. *Currently have a room assignment in one of the traditional residence halls*
3. *Possess a 2.5 or higher cumulative **and** term GPA*
4. *Have no judicial involvement or Health & Safety Inspection violations within the past 12 months*
5. *Be registered as a full-time student (enrolled in a minimum of 12 credit hours)*
6. *Have no outstanding balance with the university*
7. *Not live in CMRC for the 2016-17 academic year*

PLEASE PRINT OR TYPE NEATLY

**PERSONAL INFORMATION:**

**NAME:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_  
(LAST) (FIRST) MIDDLE INITIAL

**Campus Building & Room #:** \_\_\_\_\_ **Cell #:** \_\_\_\_\_

**BSU Email:** \_\_\_\_\_ **Student ID#:** \_\_\_\_\_

**Permanent Mailing Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Number of semesters you have lived on campus:** \_\_\_\_\_

**ACADEMIC INFORMATION:**

**Overall Cumulative Average:** \_\_\_\_\_ **Your Last Term 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.**

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

**Student Government (specify office)** \_\_\_\_\_

**Varsity Athletics (specify sports)** \_\_\_\_\_

**Fraternity or Sorority (specify name & office held)** \_\_\_\_\_

**Student Teaching (specify semester)** \_\_\_\_\_

**Cooperative Education (specify type and # of semesters)** \_\_\_\_\_

**Internship** (specify type & # of semesters worked) \_\_\_\_\_

**Field placement** (specify type and # of semesters): \_\_\_\_\_

**On-Campus Employment** (specify office, name of supervisor & for how long): \_\_\_\_\_

**Off-Campus Employment** (specify job, name of supervisor & telephone #): \_\_\_\_\_

**Work Study** (specify which office and name of 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** \_\_\_\_\_ **Your Position title:** \_\_\_\_\_

**Duties & responsibilities:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Supervisor's Name:** \_\_\_\_\_ **Job Title:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

**From:** \_\_\_\_\_ **to** \_\_\_\_\_ **Your Position title:** \_\_\_\_\_

**Duties & responsibilities:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Phone #: \_\_\_\_\_

From: \_\_\_\_\_ to \_\_\_\_\_ Your Position Title: \_\_\_\_\_

Duties & responsibilities: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REFERENCES:**

List the names and current phone numbers of three persons (*no relatives unless you were a paid employee for them*) who would be willing to be employment references that we may contact, one of whom should be a Bowie State Employee.

1. \_\_\_\_\_ Phone #: \_\_\_\_\_

2. \_\_\_\_\_ Phone #: \_\_\_\_\_

3. \_\_\_\_\_ Phone #: \_\_\_\_\_

List the name and BSU email address of your current RA: \_\_\_\_\_  
\_\_\_\_\_

**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 closed, 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 ORL BY 2 PM, THURSDAY, SEPTEMBER 8, 2016.**

## SCHEDULE OF AVAILABLE TIMES FOR AN INTERVIEW

APPLICANT PRINT YOUR FULL NAME: \_\_\_\_\_

Please draw a diagonal line “\” through at least six separate 1-hour time slots when you will be available for individual interviews. Interviews will be not be scheduled on the weekends. The 1interview will last approximately 60 minutes. This is a real interview so please to arrive on time and dress appropriately.

	MONDAY SEPTEMBER 12	TUESDAY SEPTEMBER 13	WEDNESDAY SEPTEMBER 14	THURSDAY SEPTEMBER 15
9 am - 9:30 am				
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				
12:30 pm - 1 pm				
1 pm - 1:30 pm				
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				
6 pm - 6:30 pm				
6:30 pm - 7 pm				
7 pm - 7:30 pm				
7:30 pm - 8 pm				



## OFFICE OF RESIDENCE LIFE

### COMPUTER LAB ASSISTANT JOB DESCRIPTION

The Computer Lab Assistant is a part-time employee of the Office of Residence Life and reports directly to the Haley Hall Resident Director for Haley Hall. The Computer Lab Assistant (CLA) is responsible for providing security, safety and service to users of for the Ernest E. Just Learning Center and Computer Lab.

#### 1. **SPECIFIC RESPONSIBILITIES:**

- a. Assist in securing the Computer Lab by checking a photo ID of everyone entering the Computer Lab to ensure that all users are BSU Students.
- b. Contacting Public Safety when their assistance is needed. Students living in the residence halls must show a Residence Life ID in order to access the computer lab (NO BOWIE CARDS).
- c. Answer telephone in a professional manner and give out information pertaining to the hours and availability of the Computer Lab.
- d. Monitor the proper sign-in and sign-out of all student users.
- e. Record any unusual activity in the Daily Desk Log.
- f. Complete incident reports when appropriate.
- g. Provide information to students.
- h. Public Relations.
- i. Responsible for advocating cleanliness of the computer lab.
- j. Post and remove information on the bulletin boards.
- k. 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 computer lab operation for the students.
- e. Refer residents 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 IN-SERVICE TRAINING:**

- a. The CLA is expected to attend a 1-day fall and 1-day spring workshop and any staff in-service meetings as directed.
- b. Each CLA 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 CLA is expected to attend a mid-semester formal evaluation session per semester with the Resident Director.

#### 4. **TERMINATION OF EMPLOYMENT:**

##### a. Termination Prior to Beginning Employment

If at any time, the CLA fails to maintain all eligibility requirements, they will be terminated.

##### b. Reasons for Termination during the Academic Year

Termination from the CLA position can result from breach of the contract, or breach of Residence Life rules and regulations, and/or from unsatisfactory performance. For example: a CLA may perform extremely well and violate the terms of the CLA agreement regarding grades or building



regulations; or the CLA may abide by the agreement but not have the skills and/or motivation necessary to succeed in the position. Termination for violation of the CLA 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 CLA improve his/her skills and performance through personal support, guidance and regular evaluation.

c. Termination at the end of the Academic Year

The CLA 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 CLA's direct supervisor, the Resident Director and the Assistant 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 (3) three business days of receipt of written notice of termination. In all cases, where termination is being considered during the year, consultation between the CLA and 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

CLAs will be immediately terminated from the position when they no longer enrolled in classes and/or living in the traditional residence halls for whatever reason.

5. QUALIFICATIONS:

- a. All applicants must have a minimum **2.50** semester and cumulative grade point average (GPA) to apply for the position. CLAs must have a room assignment in traditional residence halls.
- b. Applicant cannot have any prior judicial involvement or have any Health and Safety Inspection violations within the past twelve months.
- c. All applicants must have a completed application on file in the Residence Life Office prior to the application deadline.
- d. After being hired for the position, CLAs must maintain a **2.50** term **and** cumulative GPA. If either the term or cumulative GPAs fall below **2.50** at the end of the fall term, the CLA will be placed on academic probation for the spring semester. Should either the term or cumulative GPA fall below **2.50** while on probation, the CLA will be ineligible to reapply for the position until both the term and cumulative GPA is returned to the minimum **2.50** or better.

# TIMELINE FOR FALL 2016 COMPUTER LAB ASSISTANT SELECTION & TRAINING

*New Applicants Only*

<u>WHO</u>	<u>WHAT</u>	<u>WHEN</u>	<u>LOCATION</u>
ORL Central Office	Applications available	Friday, August 19	On the ORL Website
New Applicants	Application deadline	Thursday, September 8 by 2 pm	Submit to ORL
Haley RD	Conducts Candidate Interviews	Monday, September 12 – Thursday, September 15	Haley RD Office
All Applicants	Pick Up decision letter	Monday, September 19 beginning at Noon	ORL
All Applicants	Return letter accompanied by proof of fulltime registration of classes for fall 2016	Wednesday, September 21 by 4 pm	ORL
All Applicants	Go to Humans Resources	When Notified by ORL	Robinson Hall, Room 100
All Applicants	CLA Training	TBD	Haley Conference Room

*You must sign your contract in the Office of Human Resources before you can start working.*