2018-19 COMPUTER LAB ASSISTANT APPLICATION

March 16, 2018

Dear Resident:

The Office of Residence Life (ORL) is accepting applications for the 2018-19 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 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 living in Christa McAuliffe for 2018-19, 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, Friday, April 6, 2018.

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
→ Reference forms from three (3) employers

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 Spring 2018 classes
All application materials must be submitted to ORL by 2 pm on Friday, April 6, 2018.

**THE PROCESS**

- Applications are available on the ORL website
- Complete and submit application to ORL by Friday, April 6, 2018
- Ms. Stevens will use your *Interview Availability Sheet* to schedule your interview to take place Monday, April 9 through Monday, April 23, 2018
- Beginning at 10:00 am, Friday, April 27 pickup decision letter at ORL

Candidates who fail to complete all of the steps outlined in the application packet will not be offered a position. Failure to maintain any part of the eligibility requirements will result in an offer of employment being revoked.

When notified by ORL, candidates go to the Office of Human Resources 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 semester 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 2018.

☐ 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 a candidate interview Monday, April 9 through Monday, April 23, 2018.

☐ 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 a university work requirement, student workers cannot work more than 20 hours a week.

☐ Submit all materials to ORL by 2 pm, April 6, 2018.
THIS PAGE
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OFFICE OF RESIDENCE LIFE
APPLICATION FOR COMPUTER LAB ASSISTANT POSITION

To be eligible to be hired as a Computer Lab Assistant you must:
1. Have lived on BSU campus for at least one full academic year
2. Currently have a room assignment in the traditional hall
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

PLEASE PRINT OR TYPE NEATLY

PERSONAL INFORMATION:

NAME: __________________________ (LAST) __________________________ (FIRST) __________________________ MIDDLE INITIAL
Date of Birth: __________

Current Building & Room #: __________________________ Cell #: __________________________

BSU Email: __________________________ Student ID#: __________________________

Summer Mailing Address: _____________________________________________________________

Number of semesters you have lived on campus: __________

ACADEMIC INFORMATION:

Overall Cumulative Average: __________ Last Semester 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 & # of semesters) __________________________
Internship (specify type & # of semesters worked)
Field placement (specify type & # 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:

From: ___________ to ___________  Position: ___________________________

Duties and responsibilities: __________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

Supervisor’s Name: __________________________  Job Title: ________________

Phone #: ___________________________________________________________

From: ___________ to ___________  Position: ___________________________

Duties and responsibilities: __________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

Supervisor’s Name: __________________________  Job Title: ________________
Phone #:  
From: _________ to _________  Position: ____________________

Duties and responsibilities: ________________________________

________________________________________________________________

________________________________________________________________

________________________________________________________________

Supervisor's Name: ___________________________  Job Title: ___________________________

Phone #: ______________________________________

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 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 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 OFFICE OF RESIDENCE LIFE BY 2 PM ON APRIL 6, 2018.

SCHEDULE OF AVAILABLE TIMES FOR INDIVIDUAL INTERVIEWS

PRINT NAME: ____________________________________________

Please draw a diagonal line "\" through at least six separate 1-hour time slots when you will be available for individual interviews. No Individual Interviews will be scheduled on the weekends. The Interview will last approximately 45 minutes. You are expected to arrive on time.

<table>
<thead>
<tr>
<th>MONDAY</th>
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OFFICE OF RESIDENCE LIFE
COMPUTER LAB ASSISTANT APPLICANT REFERENCE FORM #1

PLEASE PRINT THE APPLICANT'S NAME: ________________________________

Under the Family Educational Rights and Privacy Act (FERPA) of 1974, (please check appropriate box):

○ I do  □ waive my right of access to this form.
○ I do not □ waive my right of access to this form.

SIGNATURE OF APPLICANT: _______________________________________

Dear Reference Writer:

The above named individual is applying for a Computer Lab Assistant position at Bowie State University. Leadership, responsibility, sensitivity, maturity, fairness and dedication are essential qualities in this position. Your comments are needed to help the selection committee determine the potential and suitability of this applicant for the position. To the best of your knowledge, please comment on the areas listed below as they pertain to behaviors demonstrated and comments made by the applicant.

Return this form to the Office of Residence Life by no later than 2 pm, Friday, April 6, 2018. Thank you for your time and consideration.

How well do you know this applicant?                   In what capacity? (CHECK ONE LINE)

6  5  4  3  2  1
Very Well              Somewhat       Not at all

___ RA
___ Faculty/Staff
___ Employer (Former or current)
___ Other (specify)

PLEASE COMMENT, TO THE BEST OF YOUR ABILITY ON THE APPLICANT'S ABILITIES IN THE AREAS LISTED BELOW.

1. What you perceive to be their strengths:

2. What you perceive to be areas they need to improve in:

3. The quality and accuracy of their work:
4. Oral and verbal communication skills:

5. Working relationships with peers/co-workers?

6. Working relationships, they have with you and/or their supervisor?

7. Judgment/decision making skills:

8. Maturity and sense of responsibility:

9. Approachability

10. Please share any information you have regarding their attendance record:

GENERAL COMMENTS:

OVERALL RECOMMENDATION (Please circle one number):

<table>
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<th>3</th>
<th>2</th>
<th>1</th>
<th>NB</th>
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<tbody>
<tr>
<td>Strongly Recommend</td>
<td>Hire with Reservations</td>
<td>Unsure</td>
<td>Strong Reservations</td>
<td>Do not Hire</td>
<td>No Basis to Judge</td>
</tr>
</tbody>
</table>

REFERENCE WRITER PLEASE PRINT YOUR NAME: __________________________________________

SIGNATURE: __________________________________________

By signing, you confirm that the information listed is accurate to the best of your knowledge. In the event any information is false, the applicant may be disqualified from consideration for the position as a desk assistant.

POSITION/TITLE: __________________________________________
OFFICE OF RESIDENCE LIFE
COMPUTER LAB ASSISTANT APPLICANT REFERENCE FORM #2

PLEASE PRINT THE APPLICANT’S NAME: ____________________________________________

Under the Family Educational Rights and Privacy Act (FERPA) of 1974, (please check appropriate box):

○ I do ☐ waive my right of access to this form.
○ I do not ☐ waive my right of access to this form.

SIGNATURE OF APPLICANT: ____________________________________________

Dear Reference Writer:

The above named individual is applying for a Computer Lab Assistant position at Bowie State University. Leadership, responsibility, sensitivity, maturity, fairness and dedication are essential qualities in this position. Your comments are needed to help the selection committee determine the potential and suitability of this applicant for the position. To the best of your knowledge, please comment on the areas listed below as they pertain to behaviors demonstrated and comments made by the applicant.

Return this form to the Office of Residence Life by no later than 2 pm, Friday, April 6, 2018. Thank you for your time and consideration.

How well do you know this applicant?

5  4  3  2  1

Very Well Somewhat Not at all

In what capacity? (CHECK ONE LINE)

___ RA
___ Faculty/Staff
___ Employer (Former or current)
___ Other (specify)

________________________

PLEASE COMMENT, TO THE BEST OF YOUR ABILITY ON THE APPLICANT’S ABILITIES IN THE AREAS LISTED BELOW.

11. What you perceive to be their strengths:

12. What you perceive to be areas they need to improve in:

13. The quality and accuracy of their work:
14. Oral and verbal communication skills:

15. Working relationships with peers/co-workers?

16. Working relationships, they have with you and/or their supervisor?

17. Judgment/decision making skills:

18. Maturity and sense of responsibility:

19. Approachability

20. Please share any information you have regarding their attendance record:

GENERAL COMMENTS:

OVERALL RECOMMENDATION (Please circle one number):

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REFERENCE WRITER PLEASE PRINT YOUR NAME: _________________________________________

SIGNATURE: _______________________________________________________________________

By signing, you confirm that the information listed is accurate to the best of your knowledge. In the event any information is false, the applicant may be disqualified from consideration for the position as a desk assistant.

POSITION/TITLE: ________________________________________________________________
OFFICE OF RESIDENCE LIFE
COMPUTER LAB ASSISTANT APPLICANT REFERENCE FORM #3

PLEASE PRINT THE APPLICANT'S NAME: ______________________________________

Under the Family Educational Rights and Privacy Act (FERPA) of 1974, (please check appropriate box):

- [ ] I do □ waive my right of access to this form.
- [ ] I do not □ waive my right of access to this form.

SIGNATURE OF APPLICANT: ____________________________________________

Dear Reference Writer:

The above named individual is applying for a Computer Lab Assistant position at Bowie State University. Leadership, responsibility, sensitivity, maturity, fairness and dedication are essential qualities in this position. Your comments are needed to help the selection committee determine the potential and suitability of this applicant for the position. To the best of your knowledge, please comment on the areas listed below as they pertain to behaviors demonstrated and comments made by the applicant.

Return this form to the Office of Residence Life by no later than 2 pm, Friday, April 6, 2018. Thank you for your time and consideration.

How well do you know this applicant?

5 4 3 2 1
Very Well Somewhat Not at all

In what capacity? (CHECK ONE LINE)

___ RA
___ Faculty/Staff
___ Employer (Former or current)
___ Other (specify)

PLEASE COMMENT, TO THE BEST OF YOUR ABILITY ON THE APPLICANT'S ABILITIES IN THE AREAS LISTED BELOW.

21. What you perceive to be their strengths:

22. What you perceive to be areas they need to improve in:

23. The quality and accuracy of their work:
24. Oral and verbal communication skills:

25. Working relationships with peers/co-workers?

26. Working relationships, they have with you and/or their supervisor?

27. Judgment/decision making skills:

28. Maturity and sense of responsibility:

29. Approachability

30. Please share any information you have regarding their attendance record:

GENERAL COMMENTS:

OVERALL RECOMMENDATION (Please circle one number):

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<td>No Basis to Judge</td>
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REFERENCE WRITER PLEASE PRINT YOUR NAME: _________________________________

SIGNATURE: _________________________________

By signing, you confirm that the information listed is accurate to the best of your knowledge. In the event any information is false, the applicant may be disqualified from consideration for the position as a desk assistant.

POSITION/TITLE: _________________________________
Bowie State University
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 Resident Director of Haley Hall and, ultimately, to the Assistant Director of Residence Life. The Computer Lab Assistant (CLA) is responsible for providing security, safety and service for the Just Learning Center 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 Area Coordinator.

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 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 In-Service Training:**
   a. The Computer Lab Assistant is expected to attend a 1-day fall and 1-day spring workshop and any staff in-service meetings as directed.
   b. Each Computer Lab Assistant is expected to attend any special emergency meetings, which may be called by the Office of Residence Life or by the Area Coordinator.
   c. Each Computer Lab Assistant is expected to attend a mid-semester formal evaluation session per semester with the Area Coordinator.

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 Computer Lab Assistant (CLA) fails to maintain the minimum (2.50 cumulative grade point average) academic requirements or fails to adhere to a standard of behavior consistent with the CLA position, the staff offer may be withdrawn.
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 (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 Computer Lab Assistant & the Resident Director must takes 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

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

5. QUALIFICATIONS:

a. The Computer Lab Assistant must have a minimum 2.50 semester and cumulative GPA to apply for the position. To continue in the position, you must maintain a 2.50 semester and a 2.50 cumulative GPA. If the semester and the cumulative GPA average fall below 2.50, the Computer Lab Assistant will be on academic probation for the following semester. If it falls below 2.50 while on probation, it will result in automatic termination.

b. Must live on campus.

c. No prior judicial involvement or Health and Safety Inspection violations within the past twelve months.

d. Must have a completed application on file in the Residence Life Office prior to the application deadline.
# 2018-19 Timeline for CLA New Applicant Selection, Training and Orientation

**As of March 15, 2018**

<table>
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<tr>
<th>WHO</th>
<th>WHAT</th>
<th>WHEN</th>
<th>LOCATION</th>
</tr>
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<tbody>
<tr>
<td>Web Manager</td>
<td>Posts the 2018-19 CLA New Applicant Application</td>
<td>Friday, March 16 by COB</td>
<td>ORL web page</td>
</tr>
<tr>
<td>New Applicants</td>
<td>Attend the 1st of 2 New Applicant Info Meetings</td>
<td>Tuesday, March 27, 8 pm</td>
<td>Haley Conference Room</td>
</tr>
<tr>
<td>New Applicants</td>
<td>Attend the 2nd of 2 New Applicant Info Meetings</td>
<td>Wednesday, March 28, 9 pm</td>
<td>Haley Conference Room</td>
</tr>
<tr>
<td>New Applicants</td>
<td>Deadline to submit CLA Applications for 2018-19</td>
<td>Friday, April 6 by 2 pm</td>
<td>Into ORL</td>
</tr>
<tr>
<td>Director</td>
<td>Checks term &amp; cumulative GPA for new applicants</td>
<td>Friday, April 6 by 4 pm</td>
<td>Director’s Office</td>
</tr>
<tr>
<td>CLA Manager</td>
<td>Conducts interviews &amp; 3 reference checks</td>
<td>Monday, April 9 – April 23</td>
<td>CLA Manager’s Office</td>
</tr>
<tr>
<td>ACs, RDs &amp; AD for RSI</td>
<td>2018-19 CLA Hiring Caucus</td>
<td>Thursday, April 26, 10 am</td>
<td>Haley Conference Room</td>
</tr>
<tr>
<td>ALL CLA Applicants</td>
<td>Bring their Res Life ID to pick up their letter</td>
<td>Friday, April 27 by 10 am</td>
<td>To ORL</td>
</tr>
<tr>
<td>CLAs Hired</td>
<td>Return signed decision letter Accompanied by their Fall 2018 Enrollment Verification Form (EVF) - verification enrolled as a full-time student (taking a minimum of 12 credit hours)</td>
<td>Wednesday, May 2</td>
<td>To ORL</td>
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<tr>
<td>Director</td>
<td>Check final spring 2018 term and cumulative grade point averages (GPAs) to ensure that applicants maintained eligibility requirements</td>
<td>Friday, June 1</td>
<td>Director’s Office</td>
</tr>
<tr>
<td>All CLAs</td>
<td>Check in Fall 2018 Training &amp; Orientation</td>
<td>TBD</td>
<td>Ernest Just Computer Lab</td>
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<td>☐ Creates work schedule</td>
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<td>☐ Prepares the lab for fall opening</td>
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<tr>
<td>All Students</td>
<td>First Day of fall 2018 classes The Ernest T. Just Study Cent &amp; Computer Lab Opens at 6 pm</td>
<td>Monday, August 27</td>
<td></td>
</tr>
</tbody>
</table>

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_Student workers will not be able to start work until they sign their contract in the Office of Human Resources. ORL will inform employees when their contract is ready to be signed._