

# WASHBURN UNIVERSITY™ RESIDENTIAL LIVING

March 14, 2013

Dear potential applicant,

Congratulations on deciding to apply for a Residential Living summer staff position! The first step in the application process is completing the attached packet and submitting it to the Residential Living office before Monday, April 8<sup>th</sup> at 12:00 p.m. You will sign up for an interview time when you turn in your application.

Next, interviews for all positions will be held from April 9<sup>th</sup> – 12<sup>th</sup> at the Washburn Village conference room with myself and Kim Meehan from Residential Living. Interview sign-up times will be available when you return your application to the Residential Living office.

To answer questions about the summer staff positions and application process, the Residential Living Office will be hosting an informational meeting Tuesday, March 26<sup>th</sup> at 7:00 p.m. in the Washburn Village lobby.

Below is a checklist to ensure all components of the applications are submitted. If you have any questions, please do not hesitate to contact my office at (785) 670-2545.

Sincerely,



Lucas J. Mullin  
Coordinator  
Residential Living

## Application Checklist:

- Application completed
- Essay questions completed
- 2 Reference's contacted / 2 Reference sheets completed
- All materials submitted to Residential Living by 12:00 p.m. on April 8<sup>th</sup>, 2013



## Volunteer Information

In the space provided below, please list any volunteer experience, including leadership positions held.

Organization	Dates Involved	Position

## Work Experience

In the space provided below, please list any relevant work experience.

Organization	Dates Involved	Position

## Judicial Information

Please list any judicial incidents you have been involved in since enrolling at Washburn University. Please note that involvement in a judicial incident does not disqualify you from the application process.


I understand that by signing this application I declare all information given as true, complete and accurate. In addition, I give the Residential Living professional staff permission to verify my enrollment, G.P.A., and student conduct record.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date Signed

## Essay Questions

Please answer the following essay questions thoughtfully and completely. Responses should be typed and submitted on separate pages. A **minimum** of one page, double-spaced, per question is appropriate. In addition, complete sentences should be utilized to compose essays that clearly articulate your response.

1. Which position(s) are you interested in pursuing and why are you interested in it/them?
  2. Please describe the strengths you possess that would contribute to your success as a Desk Assistant, Desk Manager, Conference Coordinator, Residential Living Facilities Assistant or Resident Assistant. **Including examples of leadership experience or experience in the Residence Halls is strongly encouraged.**
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## References

Two references are required. References may come from faculty, staff, organization advisors or a work supervisor. In addition, a current Resident Assistant, or Desk Assistant may serve as one reference. The only people excluded from submitting a reference are members of the Residential Living professional staff (Director, Assistant Director, Coordinator or Administrative Assistant). After selecting your two references, please have them fill out the attached form and return it to the Residential Living office before the application deadline.

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## Important Dates

Summer Staff Information Meeting, March 26<sup>th</sup> @ 7:00 p.m. (Washburn Village lobby)  
Applications due to Residential Living office, April 8<sup>th</sup> @ 12:00 p.m.  
Applicant interviews with Residential Living professional staff, April 9<sup>th</sup> – 12<sup>th</sup>  
Applicants notified of employment status, April 16<sup>th</sup>  
Mandatory Summer Staff Orientation, April 23<sup>rd</sup>, 1:00 p.m. – 6:00 p.m. (location TBD)

# Employment Reference for Summer Staff Applicant

## Washburn University, Residential Living Office

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**Section 1.** To be completed by the applicant

**Applicant Name** (*Please type or print.*): \_\_\_\_\_

General Reference  
(former employer, professor, etc.)

Staff Reference  
(RA/Desk Assistant position only)

**Section 2.** To be completed by the evaluator

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Evaluator's Name (*Please print.*)

Position/Title

***The above named individual has applied for a Resident Assistant (RA) position with the Residential Living Office at Washburn University.***

***Please answer the following questions, providing specific examples whenever possible. The information furnished will be treated in accordance with the provisions of the Buckley Amendment. Please consider the following characteristics when completing this reference form: responsibility, leadership, communication and listening skills, creativity and adaptability.***

**Please return this form by 12:00 p.m. on April 8, 2013 to:**

Residential Living  
Attn: Lucas Mullin  
1801 Jewell SW Jewell  
Topeka, KS 66621

1. How well and in what capacity do you know the applicant?

2. Describe the applicant's ability to initiate and maintain relationships, including with those of varying lifestyles.

Excellent                       Good                       Fair                       Poor                       I don't know

Please cite examples:

3. Describe the applicant's level of maturity, including the ability to accept responsibility for his/her actions.

Excellent                       Good                       Fair                       Poor                       I don't know

Please cite examples:

4. Describe the applicant's ability to function as a team member.

Excellent                       Good                       Fair                       Poor                       I don't know

Please cite examples:

5. Describe the applicant's willingness and ability to effectively confront peers.

Excellent             Good             Fair             Poor             I don't know

Please cite examples:

6. Describe the applicant's ability to take initiative and be flexible.

Excellent             Good             Fair             Poor             I don't know

Please cite examples:

7. Describe the applicant's ability to manage time and cope with stress.

Excellent             Good             Fair             Poor             I don't know

Please cite examples:

8. Describe the applicant's ability to organize and lead others.

Excellent             Good             Fair             Poor             I don't know

Please cite examples:

9. Please describe the applicant's ability to present to groups or facilitate group discussion.

10. Please add general comments about the applicant's skills in relationship to the position.

11. My overall recommendation of this applicant is:

I recommend for the position.

I do not recommend for the position.

I recommend for the position, with the following reservations (please describe below):

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Evaluator's Signature

---

Date

### **Section 3. Applicant's Right of Access**

*To the applicant: if you wish to waive your right of access to contents of your applicant file, please sign below before submitting this application to the Residential Living office.*

I, , hereby freely and expressly waive any and all rights of access to this application file by Public Law 99-380, the Family Education Rights and Privacy Act. I understand that I may revoke this waiver in writing; however, such a revocation applies only to those materials received or entered into the record after the revocation is made.

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Applicant's Signature (Optional; read paragraph above before signing.)

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Date

# Employment Reference for Summer Staff Applicant

## Washburn University, Residential Living Office

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**Applicant Name** (*Please type or print.*): \_\_\_\_\_

General Reference  
(former employer, professor, etc.)

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Position/Title

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Evaluator's Signature

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Date

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Applicant's Signature (*Optional; read paragraph above before signing.*)

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Date

# **Washburn University Residential Living Office Summer Staff Job Descriptions**

## **Desk Assistant**

### Required Qualifications:

- Previous customer service experience.
- Minimum weekend availability; two weekends a month.
- Minimum week availability; 15 hours.
- Enrolled as a full-time student for the fall 2013 semester.
- Preference may be given to applicants who live on campus.

### Major Job Responsibilities:

- Work a minimum of 15 desk hours week.
- Attend weekly staff meetings.
- Process resident mail.
- Facilitate the check-in and check-out of conference groups.
- Facilitate the check-in and check-out of summer school residents.
- Serve as a campus resource for conference group participants.
- Assist the Residential Living office with hall opening in August.
- Provide tours of housing facilities upon request.
- Complete other duties as assigned.

### Compensation:

- Desk Assistants earn \$7.25 per hour and can work up to 40 hours a week.

### Disclaimer:

- These job responsibilities are not all inclusive; other responsibilities may be added.
- If these, and other, expectations are not met, disciplinary actions will be taken that could lead to probation or termination of employment contract.

## **Conference Coordinator**

### **Required Qualifications:**

- Previous customer service experience.
- Minimum weekend availability; one weekend a month.
- Minimum week availability; 20 hours.
- Enrolled as a full-time student for the fall 2013 semester.
- Reside in the Living Learning Center for the duration of the summer.

### **Major Job Responsibilities:**

- Work a minimum of 10 hours a week at the desk or in the Residential Living office.
- Work one duty night each week; Monday through Thursday (5:00 p.m. to 8:00 a.m.).
- Work one duty weekend each month; May through August (three weekends total).
- Contribute to weekly staff meetings: communicate desk schedule and conference information.
- Organize linen distribution for conference groups.
- Organize welcome packets (welcome banner, door decorations, etc.) for conference groups.
- Implement summer department theme with creative display cases and door decorations.
- Facilitate the check-in and check-out of conference groups.
- Facilitate the check-in and check-out of summer school residents.
- Serve as a campus resource for conference group participants.
- Provide tours of housing facilities upon request.
- Assist the Residential Living office with hall opening in August.
- Enforce all hall policies.
- Be visible and available in the facility.
- Complete other duties as assigned.

### **Compensation:**

- Private room in the LLC (\$125 / weekly summer rate), paid by the Department of Residential Living; as compensation for 10 scheduled weekly hours and duty responsibilities.
- Any additional hours worked (after 10 scheduled weekly hours) will be paid the hourly rate of \$7.25. A maximum of 40 hours total can be worked weekly.

### **Disclaimer:**

- These job responsibilities are not all inclusive; other responsibilities may be added.
- If these, and other, expectations are not met, disciplinary actions will be taken that could lead to probation or termination of employment contract.

## **Resident Assistant**

### Required Qualifications:

- Previous customer service experience.
- Minimum weekend availability; one weekend a month.
- Minimum week availability; 20 hours.
- Enrolled as a full-time student for the fall 2013 semester.
- Reside in the Washburn Village for the duration of the summer.

### Major Job Responsibilities:

- Work a minimum of 10 hours a week at the desk or in the Residential Living office.
- Work one duty night each week; Monday through Thursday (5:00 p.m. to 9:00 a.m.).
- Work one duty weekend each month; May through August (three weekends total).
- Attend weekly staff meetings.
- Provide summer resident programming as outlined in the programming model.
- Implement summer department theme with creative display cases and door decorations.
- Aid in linen distribution for conference groups.
- Facilitate the check-in and check-out of conference groups.
- Facilitate the check-in and check-out of summer school residents.
- Serve as a campus resource for conference group participants.
- Provide tours of housing facilities upon request.
- Assist the Residential Living office with hall opening in August.
- Enforce all hall policies.
- Be visible and available in the facility.
- Complete other duties as assigned.

### Compensation:

- Single room in the Washburn Village (\$125 / weekly summer rate), paid by the Department of Residential Living; as compensation for 10 scheduled weekly hours and duty responsibilities.
- Any additional hours worked (after 10 scheduled weekly hours) will be paid the hourly rate of \$7.25. A maximum of 40 hours total can be worked weekly.

### Disclaimer:

- These job responsibilities are not all inclusive; other responsibilities may be added.
- If these, and other, expectations are not met, disciplinary actions will be taken that could lead to probation or termination of employment contract.

## **Desk Manager**

### RESIDENTIAL LIVING DESK MANAGER

#### Position Description

#### Required Qualifications:

- Previous customer service experience.
- Minimum weekend availability; two weekends a month.
- Minimum week availability; 20-30 hours.
- Preference may be given to applicants who live on campus.

#### Responsibilities:

Major Job Responsibilities include, but are not limited to, the following:

- Routine maintenance of desk and desk duties, such as, reviewing daily log book and daily maintenance log to ensure everything has been adequately completed
- Maintain an adequate supply of forms, equipment, paper, etc.
- Sign off on any shift changes
- Manage desk schedule
- Track employee hours for submission to Building Supervisor
- Supervise desk staff with assistance from Building Supervisor
- Hold desk staff accountable by proceeding with appropriate disciplinary action when necessary for building supervisor to review
- Recruit and train new employees as necessary
- Schedule and facilitate DA staff meetings
- Help with professional development for desk staff
- Attend bi-weekly 1:1s with supervisor
- Take initiative to streamline desk processes as necessary
- Serve as a contributing member of the “staff team,” working with the Coordinator, RAs, Maintenance and Facilities staff, and desk staffs
- Serve as a role model by demonstrating good judgment, ethical behavior, respect for laws and policies, and a positive, cooperative attitude
- Other duties as assigned by building supervisor including, but not limited to, administrative/office tasks and related hall management duties

#### Compensation:

- Desk Manager earn \$7.50 per hour and can work up to 40 hours a week.

#### Disclaimer:

- *These job responsibilities are not all inclusive; other responsibilities may be added.*

- *If these, and other, expectations are not met, disciplinary actions will be taken that could lead to probation or termination of employment contract.*

## **Residential Living Facilities Assistant**

### Required Qualifications:

- Previous maintenance or similar experience.
- Minimum weekday availability; 20 hours.
- Enrolled as a full-time student for the fall 2013 semester.
- Preference may be given to applicants who live on campus.

### Major Job Responsibilities:

- Work a minimum of 20 hours a week.
- Assist members of Residential Living office with special projects.
- Attend requested summer staff meetings.
- Perform basic custodial tasks (clean rooms, bathrooms, common spaces and classrooms).
- Move residence hall furniture within rooms and between buildings.
- Aid in mattress removal and replacement.
- Aid in linen distribution.
- Flush toilets and turn on sinks in closed buildings to help reduce plumbing issues.
- Prepare rooms for painting; move furniture, patch holes, sand walls.
- Paint rooms, suites and apartments.
- Power-wash exterior portions of buildings.
- Complete other duties as assigned.

### Compensation:

- Residential Living Facilities Assistants earn \$7.25 per hour and can work up to 40 hours a week.

### Disclaimer:

- *These job responsibilities are not all inclusive; other responsibilities may be added.*
- *If these, and other, expectations are not met, disciplinary actions will be taken that could lead to probation or termination of employment contract.*