

WASHBURN UNIVERSITYTM 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 8th 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 9th – 12th 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 26th 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 8th, 2013

2013 Summer Staff Application

Washburn University, Residential Living Office

In order to be eligible to apply, students must be considered full-time; enrolled in 12 or more hours for the fall 2013 semester, and have a minimum 2.5 cumulative G.P.A. Please read through the entire application before completing. Remember to print clearly.

Name: _____
Last First

WIN #: _____

Current Address: _____

City State ZIP

Phone#: _____

Number of semesters
lived on campus: _____

E-mail Address: _____

Cumulative G.P.A. _____

Are you taking summer courses? _____ If so, many hours? _____

Please indicate your preference of position by ranking them 1- 5 (1 = first choice)

Desk Assistant _____ Conference Coordinator _____ Resident Assistant _____

Desk Manager _____ Residential Living Facilities Assistant _____

Employment will start approximately May 11th and will end approximately August 17th.

Dates available for employment: (earliest) _____ to (latest) _____

Are you available to work weekends (please circle one)? Yes No

Please list any dates or periods of time that you would be unable to work: _____

Extracurricular Information

In the space provided below, please list any collegiate activities or organizations involvement, including leadership positions held.

Organization	Dates Involved	Position
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_____	_____	_____
_____	_____	_____
_____	_____	_____

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.**
-

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.

Important Dates

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

Employment Reference for Summer Staff Applicant

Washburn University, Residential Living Office

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

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):

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.

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

Date

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Applicant Name (*Please type or print.*): _____

☐ General Reference
(former employer, professor, etc.)

☐ Staff Reference
(RA/Desk Assistant position only)

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

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:

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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:

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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.*