



## Student Administrative Assistant Application

### Department of Housing & Residence Life

### 2019-2020

Thank you for your interest in being a Student Administrative Assistant (SAA) for the 2019-2020 academic year.

**Please fill the application out completely and with all information that you want to share about why you are a good fit for the SAA position.**

#### Description

SAAs work closely with the supervising Resident Director/Assistant to the Director of Housing & Residence Life (RD/ADHRL) to help maintain efficient administration within an assigned residence hall. SAAs are responsible for holding 10-12 office hours per week, depending on their placement. The specific position responsibilities may vary depending on the residence hall and RD/ADHRL. Please reference the basic responsibilities listed below.

#### **Desk Staff Duties**

Assist in hiring, training, and supervising of desk staff. Create and maintain the desk work schedule. Report performance issues to the RD/ADHRL. Help to resolve conflicts within the desk staff. Maintain organization and cleanliness at the desk. Maintain communication with RD/ADHRL regarding desk administration. The SAA will have to communicate with the desk staff through email and phone many times throughout the year to disseminate updates and/or correct mistakes. Minimally, SAAs should have monthly desk worker meetings to assess progress and disseminate information.

#### **Administrative Tasks**

The SAA will assist with opening and closing the designated residence hall under the guidance of the assigned RD/ADHRL. Responsible as instructed for retrieving mail from the RD/ADHRL mailbox in the Housing & Residence Life (HRL) Office in Newbury Hall. The SAA will perform data entry in the Filemaker Pro/Unimatrix database, which may include priority points earned or lost via programming or conduct violations. The SAA will work in conjunction with the Resident Assistant and Academic Resource Mentor staff of the building to maximize promotion of both HRL sponsored in-hall and campus-wide programming initiatives, while at the same time creating and updating the building/campus wide programming calendar.

The SAA is responsible for maintaining the supply of *Room Inventory* forms, *Health, Fire, and Safety* forms, *Duty Switch* forms, *Maintenance Request* forms, *Underage Guest* forms, and *Duty Log* forms. It is also the SAA's responsibility to update important paperwork, including but not limited to *Building and Campus Rosters*, *current University Banned Lists* (obtained by RD/ADHRL as disseminated by the Director of Judicial Affairs), *Sign-in Logs*, and *Duty and/or Desk Binders*.

When working with your RD/ADHRL to ensure the success of the desk, there **will be** tasks other than those listed above which may be assigned to you.

You will be required to work with your RD/ADHRL to do training sessions for the desk staff of your building.

#### **Terms of Appointment**

Your appointment term is one academic year. This application process will be held every spring semester, therefore you will have the opportunity to reapply for the following year. SAAs currently make \$10.90/hour. This amount is subject to change.

#### **Timeline of the Fall 2019-Spring 2020 application process:**

Applications are out now. They are due to the Housing & Residence Life office by **Wednesday, April 17, 2019 at 3:00pm**. Late applications will not be accepted. Interviews will be building-specific, based upon your choice of building. Make sure you include a current phone number so that we may call you to setup an appointment. Training will occur before the start of the fall semester. Make sure to check your WCSU email account regularly over the summer, because this is how we will contact you regarding updates on training and other matters.

## Student Administrative Assistant Application

General Information			
Name		Student ID #	
Campus Email		Cell Phone	
Class/Year		Current staff (if RA/ARM)	
Have you been an SAA before?		Have you ever been on an HRL staff (RA, ARM, SAA, Information Desk, Office Assistant)?	
In what building(s) have you previously worked?		During what year(s) were you on staff?	
List any co-curricular activities you are or will be involved in during 2019-2020			

Short Answer Questions	Please complete the questions briefly but with as much detail as possible.		
What experience do you have that will contribute to being a successful SAA?			
What are your ideas and visions for an information desk to run smoothly? What would you implement to organize the desk, making it efficient and pleasant?			
What skills and experiences do you hope to gain from the SAA position, and how do you believe they will benefit you in your life and career?			
Please select your top two building choices:	<input type="checkbox"/> Centennial Hall	<input type="checkbox"/> Grasso Hall	<input type="checkbox"/> Pinney Hall
	<input type="checkbox"/> Fairfield Hall	<input type="checkbox"/> Litchfield Hall	<input type="checkbox"/> Newbury Hall

Please explain why you would like to be placed in your top choices, and what you believe you could contribute as an SAA to these particular buildings.	
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**When you have completed the application, please save it and send it as an attachment via email to [housing@wcsu.edu](mailto:housing@wcsu.edu). You may also print it and bring it to the HRL Office in Newbury Hall. The deadline is Wednesday, April 17, 2019 at 3:00pm.**

**If you have any questions, please contact Ryan Cooke via email at [CookeR@wcsu.edu](mailto:CookeR@wcsu.edu) or by phone at (203) 837-8548.**