Thank you for your interest in being a Student Administrative Assistant (SAA) for the 2018-19 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 RD 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. 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. Help to resolve conflicts within the desk staff. Maintain organization and cleanliness at the front desk. Maintain communication with RD 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 residence hall director (RD). Responsible as instructed for retrieving mail from the RD mailbox in the Newbury Hall Housing & Residence Life offices. 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 (RA) and academic resource mentor (ARM) 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 as disseminated by the Director of Judicial Affairs), Sign-in Log forms, and Duty and/or Desk Binder.

When working with your RD 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 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, therefore you will have the opportunity to reapply for the following year.

Student Administrative Assistants currently make $10.90/hour. This amount is subject to change.

Timeline of the Fall 2018-Spring 2019 application process:
Applications are out now. They are due to the Housing & Residence Life office by Monday, April 23rd at 12:00 pm (noon). Late applications will not be accepted. Interviews will be building-specific, based upon your choice of building. Make sure you include a current cell-phone number so that we may call you to set up 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

<table>
<thead>
<tr>
<th>Name</th>
<th>Student ID #</th>
</tr>
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<tbody>
<tr>
<td>Campus email</td>
<td>Cell Phone</td>
</tr>
<tr>
<td>Class/Year</td>
<td>Current staff (if RA/ARM)</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Have you been an SAA before?</th>
<th>Have you ever been on an HRL staff (RA, ARM, SAA, Info Desk, Office Asst.)?</th>
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<tbody>
<tr>
<td>In what building(s) have you previously worked?</td>
<td>During what year(s) were you on staff?</td>
</tr>
<tr>
<td>List any extra-curricular activities you are or will be involved in during 2018-19.</td>
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</table>

## Short Answer Questions

**Please complete the questions briefly, but with as much detail as possible.**

<table>
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<tr>
<th>What experience do you have that will contribute to being a successful Student Administrative Assistant (SAA)?</th>
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<tbody>
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<td>What are your ideas and visions for a desk to run smoothly? What would you implement to organize the desk, making it efficient and pleasant?</td>
</tr>
<tr>
<td>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?</td>
</tr>
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</table>

Please select your top two building choices:

- [ ] Centennial
- [ ] Grasso
- [ ] Pinney
- [ ] Fairfield
- [ ] Litchfield
- [ ] Newbury
Student Administrative Assistant Application

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 buildings in particular.

When you have completed the application, please save it and send it as an attachment via email to housing@wcsu.edu. You may also print it and bring it to the HRL offices in Newbury Hall. The deadline is 12 pm (noon) on Monday, April 23rd.

Don’t worry if the document goes over two pages.

If you have any questions, please contact the HRL department at 203-837-8531, or by email at housing@wcsu.edu. Or, you may contact Kevin Brenzel at 203-837-8850, or brenzelk@wcsu.edu.