



# Western Connecticut State University:

## Department of Housing & Residence Life

Dear Applicant,

On behalf of everyone in the Department of Housing & Residence Life, we sincerely appreciate your continued interest in the **Academic Resource Mentor (ARM)** position!

We are happy to announce that applications are currently being accepted for the 2022-2023 academic year.

Please note our anticipated selection timeline:

Re-Applicant Applications Live	Monday, February 14, 2022
Completed Application Questionnaire/ Portfolio Due	Wednesday, March 2, 2022 by 12:00pm
Individual Interviews	Tuesday, February 15, 2022 to Thursday, February 17, 2022 Tuesday, February 22, 2022 to Friday, March 11, 2022 Monday, March 21, 2022 to Monday, March 28, 2022
Housing Deposit Due	Tuesday, March 15, 2022
Housing Application Due	Friday, March 18, 2022
Decision Notifications	Friday, April 1, 2022
Accept/Decline Decision from Candidates	Monday, April 4, 2022 by 10:00am

Re-Applicant and New Applicant selection are being held concurrently. Below are the dates and times for the ARM Info Sessions. Although more applicable to prospective applicants, you are welcome to attend any of these as well!

Your attendance is **not** required in order to apply. Furthermore, should you decide to attend, you do not need to stay for the entire time if you need to come late/leave early for class, etc. You can come in person or join virtually!

Wednesday, February 23, 2022 Midtown in Litchfield Hall Lounge	8:00pm to 9:00pm
Thursday, February 24, 2022 Westside in Pinney Hall Lounge	8:00pm to 9:00pm

### Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

Or call in (audio only)

+1 860-241-5450, 208966391# United States, Hartford

Phone Conference ID: 208 966 391#

[Find a local number](#) | [Reset PIN](#)

[Learn More](#) | [Meeting options](#)

Please feel free to reach out to either of the Selection Chairperson(s) with any questions:

<b>Eden Edwards-Harris</b>	<b>Kevin Brenzel</b>	<b>Brittany Marie Barber</b>	<b>Alexis Johnson</b>
Resident Director Grasso Hall	Resident Director Pinney Hall	Resident Director Newbury & Litchfield Hall	Resident Director Centennial Hall
(203) 837-8548 <a href="mailto:edwardsharris@wcsu.edu">edwardsharris@wcsu.edu</a>	(203) 837-8535 <a href="mailto:brenzelk@wcsu.edu">brenzelk@wcsu.edu</a>	(203) 837-9060 <a href="mailto:barberb@wcsu.edu">barberb@wcsu.edu</a>	(203) 837-8850 <a href="mailto:johnsonal@wcsu.edu">johnsonal@wcsu.edu</a>

### **Position Overview/Responsibilities:**

Academic Resource Mentors (ARMs) are charged with creating and helping to maintain an atmosphere and community that supports the academic mission of the University by supporting individual students who may be struggling, as well as celebrating students who are exhibiting academic success. Primarily, this requires the following:

- Hold 10 paid office hours per week.
- Work with SAP and GPA exception students. You will assist your supervising RD with assessment of, and outreach to, academically at-risk students, and provide referrals to services as needed.
- Complete 8 academic and life-skills-focused programs each semester (two per month).
- Suggest, research, write and submit articles for 6 (six) newsletters (**The Handout**) during the course of the year (3 in the Fall semester and 3 in the Spring semester).
- Attend the following required meetings:
  - Weekly staff meetings with your supervising RD and building's RAs
  - Bi-weekly 1-1s with your supervising RD
  - Monthly ARM meetings
- Create and maintain ARM bulletin boards that are updated and changed at least monthly.
- Create a welcome letter and attend initial floor/section meetings throughout your building each semester. The letter must be approved by your supervising RD prior to distribution.
- Return to campus prior to the start of each semester for training and new student orientation. These training periods will be defined and distributed to you in advance. Plan to arrive roughly two weeks before the start of the Fall semester, and roughly one week prior to the start of the Spring semester.
- Complete monthly ARM logs, collect and submit PASS usage information, and assist with the assessment of the ARM position as requested.
- Be available to residents by establishing a presence on the floor/section and in the building.
- Attend periodic in-services throughout each semester in order to further your professional development.
- Other duties may be assigned by your supervising RD or HRL from time to time.

### **Job Qualification Requirements:**

- Must be registered as a full-time student at Western Connecticut State University for the academic year.
- Must have and be able to maintain at least a 3.2 cumulative GPA.
- Must be in good judicial standing with the Office of Judicial affairs, along with the Department of Housing & Residence Life.
- Must have completed one semester at Western Connecticut State University as a full-time student.
- Ability to serve for the full academic term.
- Must be able to attend mandatory training prior to the start of each semester.
- Must meet Satisfactory Academic Progress (SAP) standards, earning at least 12 credits each semester.

### **Remuneration:**

- Free housing in the form of one single room, the location of which is determined by HRL according to its needs and the needs of its programs. No meal plan is provided under this agreement. You must have a meal plan that is required for the building to which you are assigned.
- Payment for 10 hours/week of work over the course of each academic semester, at a minimum of \$12.00/hour (or a higher rate determined by the University Student Payroll and the HRL Department).
- Priority Registration!

## **Application Requirements:**

1. You must meet all qualification requirements above.
2. You must complete the attached questionnaire by the designated due date: March 2, 2022
3. As part of your re-application, you are to create a portfolio that showcases your work, skills, and abilities within the Academic Resource Mentor position. Not only that, but a portfolio is a great way to collect and organize your best work in one central location. With consistent care, your portfolio can become a valuable memento of your tenure in Residence Life, or a potential asset should you choose to seek a position in Higher Education/Student Affairs post-grad. For your portfolio:
  - You must include a one page **cover letter (in PDF form)**.
    - If you don't know what a cover letter is, or need help organizing/writing one, consider utilizing WCSU's Career Success Center for help, or various online resources.
      - Westside Campus Center—Room 300  
(203) 837-8263  
[careersuccess@wcsu.edu](mailto:careersuccess@wcsu.edu)
    - Somewhere in your cover letter, please be sure to address why you are re-applying for the ARM position, what you have brought to the position thus far/any accomplishments, and how the Department of Housing & Residence Life, along with the resident base it serves, would benefit from the re-hire of you specifically.
  - You must include a current copy of your **resume (in PDF form)**.
    - If you currently do not have a resume, or need help updating/formatting your existing resume, consider utilizing WCSU's Career Success Center for help, or various online resources.
      - Westside Campus Center—Room 300  
(203) 837-8263  
[careersuccess@wcsu.edu](mailto:careersuccess@wcsu.edu)
  - **Bulletin Boards**— Please choose at least **three** bulletin boards that you are most proud of **from this past year**. Discuss the following with each bulletin board separately:
    - Why you are proud of this bulletin board;
    - How this bulletin board met the specific interests of your residents; OR, what specific educational information was on this bulletin board that your residents could take away;
    - Any feedback/reactions (if applicable) you received from your residents regarding the bulletin board.

*It is strongly encouraged that you include relevant photos.*
  - **Programs**—A snapshot of your programming efforts provide us with an insight into how effective you are at identifying, and exploiting, the relevant interests of the residents in your building/section. Please choose **four** programs that you are most proud of **from this past year**, three of which must be educational. For each program separately, discuss the following:
    - Why are you most proud of this program;
    - Where did you get the idea for this program;
    - How did this program meet the specific needs and interests of your residents;
    - How was this program received by your residents?

*If possible, please include any relevant photos/advertisements/handouts/etc. from the program.*
  - **The Handout**—Please include copies of all articles you've written for The Handout.

- Anything else you would like to include for the Selection Committee to consider regarding your application for re-hire!

**\*\*If you are an ARM that was hired at the beginning of the Spring semester, you may not have completed four programs or three bulletin boards yet. Instead, please just reference the work you have done so far\*\***

There are no restrictions on how you decide to “plate and serve” your portfolio, as long as every component is present. The selection committee is intentionally being vague with this, because we want to see how your final portfolio reflects you as an individual. However you decide to create your portfolio, **all components of the portfolio as outlined above must be included.**

All of the above components (portfolio and application questionnaire) make up a complete application package! Only completed applications received by the application due date of Wednesday, March 2, 2022 by 12:00pm will be considered. Please email your portfolio and application questionnaire in PDF form to the Selection Committee at [hrlstudentemploymentopp@connect.wcsu.edu](mailto:hrlstudentemploymentopp@connect.wcsu.edu). Incomplete and/or late applications will not be considered.

**Due Wednesday, March 2, 2022 by 12:00pm**

**Application Questionnaire**

**General:**

Name: \_\_\_\_\_  
Last First Middle

Campus Address: \_\_\_\_\_  
Hall/Room ☐ I do not currently live on campus

Home Address: \_\_\_\_\_  
Street City State Zip Code

Cell Phone #: (\_\_\_\_\_) \_\_\_\_\_

ID #: \_\_\_\_\_ Current Cumulative GPA: \_\_\_\_\_

University Email Address: \_\_\_\_\_@wcsu.edu

Major(s): \_\_\_\_\_ Expected Date of Graduation: \_\_\_\_\_

**CO-CURRICULAR ACTIVITIES:**

List the commitments, such as co-ops, internships, nursing, student teaching, sports team, job, clubs/organizations, and other obligations you currently participate or plan to participate in next semester. (The RA position is your primary job. Carefully consider if your other obligations will interfere with your ability to perform your duties as an RA.)

Activity/Program/Organization	Current/Future	Responsibilities	Weekly Hour Commitment

As previously mentioned, part of the selection process is a Personal Interview. You will have a personal interview with the Selection Committee, which will be budgeted for half an hour. **In order to expedite the personal interview scheduling process**, please provide the Selection Committee with time blocks (between the hours of 10:00am to 3:00pm Monday through Friday) during the interview week that would work best for your interviews.

Please select **all** of the following times you are available for an interview (minimum of 10 different selections):

**Tuesday, February 15, 2022**

☐ 10:00am-10:30am

☐ 10:30am-11:00am

☐ 11:00am-11:30am

☐ 11:30am-12:00pm

☐ 1:00pm-1:30pm

☐ 1:30pm-2:00pm

☐ 2:00pm-2:30pm

☐ 2:30pm-3:00pm

**Wednesday, February 16, 2022**

☐ 10:00am-10:30am

☐ 10:30am-11:00am

☐ 11:00am-11:30am

☐ 11:30am-12:00pm

☐ 1:00pm-1:30pm

☐ 1:30pm-2:00pm

☐ 2:00pm-2:30pm

☐ 2:30pm-3:00pm

**Thursday, February 17, 2022**

☐ 10:00am-10:30am

☐ 10:30am-11:00am

☐ 11:00am-11:30am

☐ 11:30am-12:00pm

☐ 1:00pm-1:30pm

☐ 1:30pm-2:00pm

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☐ 2:30pm-3:00pm

**Tuesday, February 22, 2022**

☐ 10:00am-10:30am

☐ 10:30am-11:00am

☐ 11:00am-11:30am

☐ 11:30am-12:00pm

☐ 1:00pm-1:30pm

☐ 1:30pm-2:00pm

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☐ 2:30pm-3:00pm

**Wednesday, February 23, 2022**

☐ 10:00am-10:30am

☐ 10:30am-11:00am

☐ 11:00am-11:30am

☐ 11:30am-12:00pm

☐ 1:00pm-1:30pm

☐ 1:30pm-2:00pm

☐ 2:00pm-2:30pm

☐ 2:30pm-3:00pm

**Thursday, February 24, 2022**

☐ 10:00am-10:30am

☐ 10:30am-11:00am

☐ 11:00am-11:30am

☐ 11:30am-12:00pm

☐ 1:00pm-1:30pm

☐ 1:30pm-2:00pm

☐ 2:00pm-2:30pm

☐ 2:30pm-3:00pm

**Friday, February 25, 2022**

☐ 10:00am-10:30am

☐ 10:30am-11:00am

☐ 11:00am-11:30am

☐ 11:30am-12:00pm

☐ 1:00pm-1:30pm

☐ 1:30pm-2:00pm

☐ 2:00pm-2:30pm

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**Monday, February 28, 2022**

☐ 10:00am-10:30am

☐ 10:30am-11:00am

☐ 11:00am-11:30am

☐ 11:30am-12:00pm

☐ 1:00pm-1:30pm

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**Tuesday, March 1, 2022**

☐ 10:00am-10:30am

☐ 10:30am-11:00am

☐ 11:00am-11:30am

☐ 11:30am-12:00pm

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**Wednesday, March 2, 2022**

☐ 10:00am-10:30am

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**Thursday, March 3, 2022**

☐ 10:00am-10:30am

☐ 10:30am-11:00am

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☐ 11:30am-12:00pm

☐ 1:00pm-1:30pm

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**Friday, March 4, 2022**

☐ 10:00am-10:30am

☐ 10:30am-11:00am

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☐ 11:30am-12:00pm

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**Monday, March 7, 2022**

☐ 10:00am-10:30am

☐ 10:30am-11:00am

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☐ 11:30am-12:00pm

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**Tuesday, March 8, 2022**

☐ 10:00am-10:30am

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☐ 11:30am-12:00pm

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**Wednesday, March 9, 2022**

☐ 10:00am-10:30am

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☐ 11:30am-12:00pm

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**Thursday, March 10, 2022**

☐ 10:00am-10:30am

☐ 10:30am-11:00am

☐ 11:00am-11:30am

☐ 11:30am-12:00pm

☐ 1:00pm-1:30pm

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**Friday, March 11, 2022**

☐ 10:00am-10:30am

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**Monday, March 21, 2022**

☐ 10:00am-10:30am

☐ 10:30am-11:00am

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☐ 11:30am-12:00pm

☐ 1:00pm-1:30pm

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**Tuesday, March 22, 2022**

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☐ 10:30am-11:00am

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☐ 11:30am-12:00pm

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**Wednesday, March 23, 2022**

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**Thursday, March 24, 2022**

☐ 10:00am-10:30am

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☐ 11:00am-11:30am

☐ 11:30am-12:00pm

☐ 1:00pm-1:30pm

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**Friday, March 25, 2022**

☐ 10:00am-10:30am

☐ 10:30am-11:00am

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**Monday, March 28, 2022**

☐ 10:00am-10:30am

☐ 10:30am-11:00am

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☐ 2:00pm-2:30pm

☐ 2:30pm-3:00pm

**Please Note:**

The Housing and Residence Life Department reserves the right to place ARMs where the need is and where an individual's skills are best utilized. The Office of Housing and Residence Life will only retain students who currently satisfy the requirement for GPA and judicial standing. In the event that your GPA falls below a 3.2 or your judicial standing changes, Housing reserves the right to revoke your offer for employment. In order to be considered you must submit a complete application and fulfill all mandatory obligations.

If you are currently receiving financial aid and/or plan to next semester, there is a possibility your aid will be affected if you receive the ARM position. Please see the Financial Aid Office to review your circumstances.

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**Signature**

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**Date**