**Student Administrative Assistant Application**

**Department of Housing & Residence Life**

**2022-2023**

Thank you for your interest in being a Student Administrative Assistant (SAA) for the 2022-2023 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 Assistant to the Director of Housing & Residence Life/Resident Director (ADHRL/RD) to help maintain efficient administration within an assigned residence hall. SAAs are responsible for holding 8-10 office hours per week, depending on their placement. The specific position responsibilities may vary depending on the residence hall and ADHRL/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 ADHRL/RD. Help to resolve conflicts within the desk staff. Maintain organization and cleanliness at the desk. Maintain communication with ADHRL/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 ADHRL/RD. Responsible as instructed for retrieving mail from the ADHRL/RD mailbox in the Housing & Residence Life (HRL) Office in Pinney 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 a supply of housing-related forms, which may include but is not limited to *Health, Fire, and Safety* forms, *Duty Switch* 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 ADHRL/RD as disseminated by the Director of Judicial Affairs), *Sign-in Logs,* and *Duty and/or Desk Binders.*

When working with your ADHRL/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 ADHRL/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 semester, therefore you will have the opportunity to reapply for the following year. SAAs currently make $15/hour. This amount is subject to change.

**Timeline of the Fall 2022-Spring 2023 application process:**

Applications are out now. **Applications are due by 4:00pm on Thursday August 11th.** 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 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** |
| 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 2022-2023 |  |

|  |  |
| --- | --- |
| **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 indicate your building preferences (1 most interested,  5 least interested): | □ Centennial Hall | □ Grasso Hall | □ Pinney Hall |
| □ Fairfield Hall | □ Litchfield 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. |  |

**When you have completed the application, please save it and send it as an attachment via email to hrlstudentemploymentopp@connect.wcsu.edu** **the deadline is Thursday August 11th at 4pm.**

**Applicants will be emailed via their WCSU email address to arrange interview appointments.** **Interviews will be taking place virtually on Friday August 12th, Monday August 15th, Tuesday August 16th, and Wednesday August 17th.**