



Western Connecticut State University: Department of Housing and Residence Life

Dear Applicant,

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

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

Please note our anticipated selection process timeline:

Completed Application Questionnaire, Cover Letter, Resume, Letter of Rec.	Wednesday, November 30, 2022 by 12:00pm
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Individual Interviews Virtual Via Teams	Scheduled as needed - Rolling Interviews
Decision Notifications	TBD
Accept/Decline Decision from Candidates	Will be outlined in decision letter

Please feel free to reach out to the ARM Selection Chair with any questions:

Jennifer Moran

Resident Director
Fairfield & Litchfield Hall

(203) 837-9060
moranj@wcsu.edu

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 residence hall staff meetings with your supervising RD and building's RAs
 - Bi-weekly one-on-ones 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. Dates of return are TBD, but training is mandatory.
- Complete monthly ARM logs, collect and submit PASS usage information, and assist with the assessment of the ARM position as requested.
- Actively participate in the recruitment and selection of new ARM members. Group process and/or interviews are typically held on a Saturday and/or Sunday in the early spring semester. At all times, you must present a positive attitude towards the ARM position, selection, and HRL in general.
- Other duties may be assigned by your supervising RD or HRL from time to time.

Job Qualification Requirements:

- You must be registered as a full-time student at Western Connecticut State University for the Fall 2019 semester.
- Must have and be able to maintain at least a 3.2 cumulative GPA.
- You must be in good judicial standing (not currently serving probation, no academically-related judicial history, etc.)
- You 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 the semester.
- Must meet 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 per week of work over the course of each academic semester, at a minimum of \$11.00/hour (or a higher rate determined by the University Student Payroll and the HRL department).

Application Requirements:

- You must meet all qualification requirements above.
- You must complete the below application questionnaire.
- 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
- 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
 - Somewhere in your cover letter, please be sure to address who you are, how you heard about the ARM position, why you are applying, and what skills and capabilities you believe you will bring to the position, and how those will benefit both the residents that you serve as well as the Department of Housing and Residence Life.
- One letter of recommendation, submitted by your reference by the application deadline.
 - Your letter of recommendation **must be from a WCSU faculty/staff member, or from a past employment supervisor.**
 - **The letter must be received from your reference directly!** The letter must be sent to hrlstudentemploymentopp@connect.wcsu.edu. *Make your reference aware of the deadline! Any letters of recommendation not received by the application deadline will result in your application package being incomplete and subsequently withdrawn from consideration.*

All of the above components (cover letter, resume, letter of recommendation, and application questionnaire) make up a **complete application package!** Only completed applications received by the application due date of Wednesday, November 30, 2022 by 12:00pm will be considered. Please email your cover letter and resume **in one PDF** to the Selection Committee at hrlstudentemploymentopp@connect.wcsu.edu. Incomplete and/or late applications will not be considered.

Due Wednesday, November 30, 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-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):

Mondays

10:00am-10:30am

1:00pm-1:30pm

10:30am-11:00am

1:30pm-2:00pm

11:00am-11:30am

2:00pm-2:30pm

11:30am-12:00pm

2:30pm-3:00pm

Tuesdays

10:00am-10:30am

1:00pm-1:30pm

10:30am-11:00am

1:30pm-2:00pm

11:00am-11:30am

2:00pm-2:30pm

11:30am-12:00pm

2:30pm-3:00pm

Wednesdays

10:00am-10:30am

1:00pm-1:30pm

10:30am-11:00am

1:30pm-2:00pm

11:00am-11:30am

2:00pm-2:30pm

11:30am-12:00pm

2:30pm-3:00pm

Thursdays

10:00am-10:30am

1:00pm-1:30pm

10:30am-11:00am

1:30pm-2:00pm

11:00am-11:30am

2:00pm-2:30pm

11:30am-12:00pm

2:30pm-3:00pm

Fridays

10:00am-10:30am

1:00pm-1:30pm

10:30am-11:00am

1:30pm-2:00pm

11:00am-11:30am

2:00pm-2:30pm

11:30am-12:00pm

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.

Signature

Date