

2024-2025 Residence Life Student Staff Application

Application Due:
June 14, 2024

Available Staff Positions:

- 3 RAs (Resident Advisors)
- 2 CAs (Community Assistants)

Residence Life student staff must complete a Housing Application to live in the Residence Hall.

RAs and CAs are employed by Wenatchee Valley College and are held accountable for complete compliance of all federal, state, college, and Residence Hall rules, regulations, and policies.

Student Staff Qualifications/Requirements:

- Must be eligible to work in the United States due to insurance and tax requirements.
- Must be 18 years or older by August 19, 2024.
- Must be in good standing with the college both academically and financially.
- Must have and maintain a cumulative GPA of 2.5 or higher.
 - Weekly study-table required if below 3.0
- Must be enrolled in and complete a minimum of 10 credits per quarter at WVC.
- Must commit to the entire academic year (through June 30, 2025) or remaining portion if starting mid-year.

No experience required, all WVC students are encouraged to apply!

Steps to Completing the application:

Step 1: Read through the qualifications, requirements, and benefits of each position.

Step 2: Complete the application and submit all requested information, including:

- Completed Application
- Cover letter
- Resume
- Letter(s) of recommendation (*optional*)

Step 3: **Monitor your messages!** – if you are contacted to set up an interview, you must respond and schedule in a timely manner.

Residence Hall Staff Position Benefits & Requirements

Read through each position benefits and requirements and indicate your preference.

<p><input type="checkbox"/> Resident Advisor (RA):</p> <p>Resident Advisors are <u>NOT permitted to have any other job on or off campus.</u> The RA role requires an average of 15 hours per week, with some weeks being a bit heavier or lighter depending on activities, events, and on-call. We are seeking students that will give priority and commitment to their job as a Resident Advisor, which means that aside from your class work, we want your full attention!</p> <p><i>*Prefer 2nd yr student and non-athlete due to job demands and complications with athletic practices and games. However, all applications will be considered.</i></p>	<p><input type="checkbox"/> Community Assistant (CA):</p> <p>Community Assistants are permitted to have another job on or off campus if desired, but must be willing and able to follow a set schedule, attend all mandatory meetings, fulfill all job responsibilities, and demonstrate priority and commitment to their role as a CA.</p>
<p style="text-align: center;"><u>RA Benefits</u></p> <ul style="list-style-type: none"> • Early move-in (mid-Aug.) • Free housing <ul style="list-style-type: none"> ○ Private bedroom w/private bathroom • Free Residence Hall parking pass (<i>for Residence Hall lots only</i>) • \$250 quarterly campus café meal card • \$1,000 quarterly stipend <ul style="list-style-type: none"> ○ Paid in 3 monthly checks (<i>taxed</i>) 	<p style="text-align: center;"><u>CA Benefits</u></p> <ul style="list-style-type: none"> • Early move-in (mid-Aug.) • \$1,000 quarterly discount on room fee
<p style="text-align: center;"><u>RA Requirements</u></p> <ul style="list-style-type: none"> • On-call rotation (shared with other 2 RAs) for all evening, weekend, and holidays <ul style="list-style-type: none"> ○ <i>Evenings 5pm-8am</i> ○ <i>All-day weekends & holidays</i> • 15 office hours per week <ul style="list-style-type: none"> ○ Attend weekly staff meeting ○ Attend weekly Activities Meeting ○ Assist with general office tasks associated with Residence Life and the Residence Hall. ○ Collect and deliver mail/packages ○ Maintain Common Room cleanliness on assigned floor. ○ Plan and facilitate monthly/quarterly activities and events. • Must assist with Resident Move-ins/Outs 	<p style="text-align: center;"><u>CA Requirements</u></p> <ul style="list-style-type: none"> • 5 office hours per week <ul style="list-style-type: none"> ○ Attend weekly staff meeting ○ Attend weekly Activities Meeting ○ Assist with general tasks associated with Residence Life and the Residence Hall. ○ Oversee sustainability efforts in the Residence Hall. <ul style="list-style-type: none"> ▪ Plan quarterly educational events regarding sustainability. ○ Maintain the bulletin boards, postings, and event calendars in the Residence Hall. • Must assist with Resident Move-ins/Outs

**Both the RA and CA positions offer real-world experience, as well as personal and professional development. A position as an RA or CA also looks great on a resume!*

Student Staff Application

Applicant Information:

Legal Name (First & Last): _____

Preferred Name (if different from legal name): _____

College ID#: _____ Email: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Current Age: _____

* If under 18, will you turn 18 by August 19, 2024? Yes No

Are you fluent in a language other than English? Yes No

** If "Yes", what other languages?: _____

Cumulative GPA: _____ (New WVC students may use GPA from high school or previous college)

What program/degree are you seeking? (AAS, Business, Nursing, etc): _____

Anticipated Graduation Date: _____

Have you submitted a Housing Application yet? Yes No

* If "No", the Housing Application & Contract must be submitted upon receiving a job offer.

Conduct:

1. Have you been convicted of, or plead guilty/no contest to a crime other than a minor traffic violation? (a traffic violation which involves alcohol or drugs in NOT considered a minor violation)

No Yes

* An affirmative answer will not automatically preclude eligibility for campus housing.

** If "Yes", a complete description of the offense, and full details of the charges/sanctions is required to be submitted via email to: reslife@wvc.edu, include your name and ID#.

2. Are you a registered sex offender? No Yes

* Registered sex offenders, levels I, II, or III are not eligible for campus housing.

3. Have you ever received educational sanctions and/or been expelled from a school?

No Yes

* If "Yes", you must email a complete description of your behavior, and what sanctions were imposed and/or if the behavior resulted in expulsion to: reslife@wvc.edu, include your name and ID#.

Short Answer (attach a separate page if needed):

1. Do you currently have, or expect to have other commitments for the 2024-2025 academic year (including other employment, sports, volunteering, family obligations, etc.)?

Yes No * If “Yes”, detail the commitments that you anticipate:

2. Have you ever lived in a Residence Hall, or other similar housing situation before?

Yes No ** If “Yes”, describe your past experience:

3. Do you have any previous experience in planning and/or facilitating activities/events?

Yes No If “Yes”, describe your past experience:

If selected for an interview, you will be asked to describe one passive program and one active program that you would consider doing for Residence Hall.

- An active program is an activity for which you are present and facilitating.
- A passive program is an activity for which you do not have to be physically present.
 - i.e. - Creating a wall display (not just a single poster)

Please prepare ahead of time in case you are selected. For ideas, visit:

<https://reslife.net/ra>

Application Submission:

Applications may be submitted via one of the following methods:

- Scan and email the complete application with required documents to: reslife@wvc.edu.
- Mail the complete application with required documents via USPS: **WVC Residence Life, 1300 5th street, Wenatchee, WA 98801**

REQUIRED DOCUMENTS:

- Completed Application
- Cover letter
- Resume

* Letters of recommendation are optional

** *Employment is subject to a background check*

Application & Hiring Timeline:

- **Applications due.....June 14, 2024**
- Candidates identified & contacted.....June 18, 2024
- Interviews begin.....June 24, 2024
- Job offers made.....June 26, 2024
- Employment paperwork due.....July 5, 2024
- New staff **must** move in by.....August 19, 2024
- Orientation & Training will begin.....August 19, 2024
- Resident move-ins begin.....**September 18, 2024**

Required Dates

Orientation Week:

- August 19th – 22nd, 10am – 1pm

Training:

August 26- August 29, 10am to 1pm

Weekly Office Hours begin:

August 26 (15 hrs/wk – RA; 5 hrs/wk – CA) – In combination with training

On-call Hours begin August 19 (staff rotation will be determined on first day of orientation)

Once hired orientation and training qualifies as staff time.

Attendance at orientation and all training sessions, as well as scheduled office hours and fulfillment of on-call is mandatory beginning on the dates stated above. We cannot offer positions to candidates that cannot commit to the required dates.

I certify that all information provided on this application is true and accurate. I give the Office of Campus Life permission to access my academic records to verify enrollment and grades.

Applicant Signature

Date

Wenatchee Valley College is committed to a policy of equal opportunity in employment and student enrollment. All programs are free from discrimination and harassment against any person because of race, creed, color, national or ethnic origin, sex, sexual orientation, gender identity or expression, the presence of any sensory, mental, or physical disability, or the use of a service animal by a person with a disability, age, parental status or families with children, marital status, religion, genetic information, honorably discharged veteran or military status or any other prohibited basis per RCW 49.60.030, 040 and other federal and laws and regulations, or participation in the complaint process. The following persons have been designated to handle inquiries regarding the non-discrimination policies and Title IX compliance for both the Wenatchee and Omak campuses:

- To report discrimination or harassment: Title IX Coordinator, Wenatchi Hall 2322M, (509) 682-6445, title9@wvc.edu.
- To request disability accommodations: Student Access Coordinator, Wenatchi Hall 2133, (509) 682-6854, TTY/TTD: dial 711, sas@wvc.edu.