



2022-2023 Residence Life Student Staff Application

Application Due: June 1, 2022

Overseeing the daily operations of the Residence Hall, and planning fun, engaging activities for residents is a big job, and we need a lot of help to do it!

Each year Residence Life hires 2 Resident Advisors, referred to as RAs, and 1-3 Community Assistants, called CAs. This is an employment opportunity available only to students that want 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 Life rules, regulations, and policies. Applicants must be in good standing with the college, both academically and financially.

No experience is necessary, all WVC students are encouraged to apply!

Incoming freshman, who are not yet WVC students but have been accepted to WVC for the fall quarter, may also apply.

Steps to Completing the application:

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

Step 2: Fill out the application with all requested information

(incomplete apps will not be processed).

Step 3: Provide all requested documents, including:

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

Step 4: Submit the application by any of the noted methods at the end of this application.

Step 5: **Monitor your messages!** – if you are contacted to set up an interview, you must respond and schedule in a timely manner.

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 at the start of work
- Must maintain a cumulative GPA of 2.5 or higher
- Must be enrolled in a minimum of 10 credits per quarter at WVC
- Must be fully vaccinated for COVID-19
- Must commit to the entire academic year (or remaining portion if starting mid-year).

* **These positions are NOT funded by work-study**

Residence Hall Staff Positions:

Resident Advisors:

Resident Advisors are NOT permitted to have any other job on or off campus. 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!

RA Benefits:

- Early move-in (typically early to mid-Aug.)
- Free, private room with bathroom
- Free quarterly parking pass (Res Hall lots)
- \$250 campus café gift card per quarter
- \$1,000 Quarterly stipend
 - Paid in 3 monthly checks (taxed)

RA Requirements:

- On-call evenings (5pm – 8am), and all-day weekends and holidays – shared between RAs
- 10 office hours per week
 - Deliver mail/packages
 - Hang/remove fliers and notices
 - Plan and facilitate monthly/quarterly events
 - Assist with general tasks associated with Residence Life, and the Residence Hall
- Must attend weekly staff meetings

Community Assistants:

Community Assistants are permitted to have another job, whether on or off campus, but must be willing and able to fulfill all responsibilities, and demonstrate priority and commitment to their job as a CA.

CA Benefits:

- Early move-in (typically early to mid-Aug.)
- \$1,000 quarterly discount on room fee
- Free quarterly parking pass (Res Hall lots)

CA Requirements:

- 1 On-call day per week
- 5 office hours per week
 - Deliver mail/packages
 - Hang/remove fliers and notices
 - Assist with events
 - Assist with general tasks associated with Residence Life, and the Residence Hall
- Must attend weekly staff meeting

**** Both of these 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!**

Application

*** Print neatly if filling out by hand; illegible applications will not be processed ***

Position Preference:

Resident Advisor Community Assistant

* Be sure to read requirements and benefits of each position in the section above.

Applicant Information:

Full Name (First & Last): _____

College ID#: _____ Email: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Cell Phone: _____ Alternate Phone: _____

Current Age: _____ * If under 18, will you turn 18 by August 5, 2022? 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 for the Residence Hall? Yes No

Conduct:

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

* An Affirmative answer will not automatically preclude you from employment.

** Answering "Yes", requires that you to provide a complete description of the offense, and full details of the charges/sanctions.

2. Are you a registered sex offender? No Yes

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

Because RAs and CAs must live on campus, we cannot employ registered sex offenders as an RA or CA.

Short Answer (attach a separate page if needed):

1. Why do you want to become a staff member?

2. Do you currently have, or expect to have other commitments for the 2022-2023 academic year (including other employment, sports, volunteering, family obligations, etc.)?

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

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

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

4. 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 like to consider for the Residence Hall.

- An active program is an activity for which you are present, and is facilitated by you.
- 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>

If Hired, the following is mandatory:

- Physical attendance at Staff Orientation, and all training
- Physical attendance at weekly staff meetings
- Assisting with resident move-ins/out

Application & Hiring Timeline:

- Applications due.....**June 1, 2022**
- Candidates identified & contacted by.....June 10, 2022
- Interviews begin.....June 21, 2022
- Job offers made.....June 24, 2022
- New staff **must** move in by.....August 5, 2022
- Training will begin on.....August 8, 2022
- Fall resident move-ins begin on.....**September 12, 2022**

Complete applications MUST contain the following:

- Completed application (*Required*)
- Cover Letter (*Required*)
- Resume (*Required*)
- Letter(s) of recommendation from instructors or supervisors (*Optional*)

*** Employment is subject to a background check*

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 Fifth St
Wenatchee WA, 98801

Staff Orientation & Training:

Monday, August 8 – Friday, August 12: 9am to 11am. Additional dates to be determined.

We will be unable to offer the positions to anyone who is unable to commit to these dates.

Once hired, all training qualifies for paid time. Dates for additional training, and assigned staff duties will be communicated after orientation week.

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.