

Student Life Student Worker Hiring

Thank you for your interest in working with Mount Mary University Student Life & Events Departments! We look forward to receiving your application. This year, through ONE application, students can apply for multiple roles that **facilitate transformative personal and professional experiences that prepare students for life beyond MMU**. Students can apply for and be considered for multiple positions and may even be hired for multiple positions across the summer and academic year!

The roles available through this application are:

Summer positions:

- SOAR Leader (April - August 2024)
- Caroline Hall Front Desk Staff (May - August 24)
- University Support Coordinator (May - August 2024 with limited paid commitment in April 2024)
- Fall Transition Support Staff (August 16 - 25 - This is the only position that is unpaid/volunteer)

Fall positions

- Programming Assistant (August 2024 - May 2025)
- Residence Assistant (August 2024 - May 2025)
- Residential Life Office Assistant (August 2024 - May 2025)
- Caroline Hall Front Desk Staff (Beginning August 2024)

Interviews:

All applicants must participate in a 60-minute group interview. Group interviews will be held on **March 15** and **March 19**. Students must select ONE of these interview timeslots upon invitation. From the students who participate in the group interview, selected applicants will be invited to participate in individual interviews the weeks of March 21 - April 2. Initial position offers will be made on April 3-4.

Students applying to be re-hired for roles (i.e. SOAR Leaders or RAs who want to return to their role) will only participate in individual interviews. New applicants who have not served in a role previously will need to participate in both group and individual interviews.

Application Deadline: This completed application is due by Wednesday March 6, 2024 at 11:59 PM.

The Application can be found beginning on February 12 at linktr.ee/mmuengage!

The Hiring Process

Students must complete the following steps before submitting this application:

1. Info Session Attendance: All students completing this application **MUST** attend an in-person information session on February 7 at noon, online on February 9 at 2:30 PM OR view the online information session video and complete the knowledge quiz (This is a pre-requisite for applying) Please see the poster here for all of the info session information.

2. Position Description Review: Students applying must review the position descriptions of the roles for which they are applying.

After students complete these two steps, the process is as follows:

- Submit the application by March 6, 2024 at 11:59 PM.
- Sign up and attend one group interview session
- Sign up for an individual interviews (invitation only)

Job Requirements:

All positions require students to:

- Be in good academic standing with the university (2.0 minimum Cumulative GPA)
- Have completed at least one full semester of full-time enrollment at Mount Mary University (Resident Assistants require 1 full year)
- Must be registered (or have intent to register) at Mount Mary University for the Fall 2025 semester as a full-time undergraduate student
- Strong problem solving skills
- Possess good collaborative skills
- Hold a desire to grow personally and professionally
- Act as a positive representative of the University, including good university conduct records

Specific roles have additional/higher specific job requirements. See the position descriptions in this packet

Questions? Please contact us during tabling in Alumnae Dining Hall on February 12 - 15 during Noon - 1 PM. You can also contact Catie Kocian at kocianc@mtmary.edu Jamie Hollins Mast at hollinsj@mtmary.edu.



**Mount Mary University
Residence Life Student Worker
Job Description**

ROLE AND RESPONSIBILITIES

Responsibilities

The primary responsibility of the Student Worker is to support the Assistant Director of Residence Life in the planning, implementation, and evaluation of Residence Life. Responsibilities may vary based on student's strengths, experience, and career aspirations, in conjunction with departmental needs.

Roles and Functions

Administrative Functions

- Perform general administrative tasks, as assigned, including: filing, data input, and copying.
- Assist with administrative tasks for the Caroline Hall Front Desk.
- Attend weekly one-on-one meeting with Supervisor.
- Other duties as assigned.

Marketing and Public Relations

- Assist in the creation of promotional materials (flyers, posters, handouts) to advertise residence hall events and activities.
- Assist in the management and development of the various Residence Life social media pages, specifically:
 - MMU Residence Life and Blue Angels Housing Association Facebook page
- Produce and manage large format posters for the department.
- Manage residence hall bulletin boards.

Care Taker

- Routinely provide non-contact care to students staying in Caroline Hall isolation & quarantine rooms.
- Assist with bringing students meals, collect and process laundry, and drop off student's mail and packages to their rooms several times a week

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Applicants should provide evidence of strong interpersonal skills, the ability to work independently, desire to improve student involvement on campus, and commitment to quality customer service.

Applicants must have experience with Microsoft Office suite. Applicants must be comfortable learning new technologies, computer programs, and developing documents/flyers/forms/processes.

Applicants should possess a strong system of organization and have the ability to be self-directed in their work.

Must be a student at Mount Mary University and be in good academic and conduct standing.

PREFERRED SKILLS

The ideal candidate would have one or more of the following skills:

- Basic graphic design experience
- Experience managing social media accounts for organizational/institutional uses
- Experience in clerical skills such as data input, filing, etc.



Mount Mary University
Front Desk Student Workers Summer 2024 and 2024-25
Job Description

ROLE AND RESPONSIBILITIES

Position Overview

The desk assistant position is designed to provide additional work opportunities for students. The desk assistant will be responsible for providing enhanced security for Caroline Residence Hall, good customer service to the students and the guests of Caroline Hall as well as acting as a resource when approached with questions and concerns.

Responsibilities

Safety and Security

- Enforce guest policy for the residence hall.
- Sign in all guests to residence hall in accordance with the guest policy.
- Monitor Caroline Guest Log for policy and security purposes.
- Monitor selected CCTV cameras covering residence hall access points.
- Monitor the entrance area of the hall and report any maintenance, student, or policy concerns to Public Safety or residence hall staff.
- Be a liaison with the Public Safety Office for any issues that arise.
- Be familiar with emergency procedures (fire, tornado, etc.) and be able to assist hall staff if necessary.
- Be familiar with how to get a hold of Public Safety, Buildings and Grounds, or Residence Life professional on call if situations arise.

Customer Service and Professionalism

- Be polite, honest, and helpful as a resource for Caroline Hall and Mount Mary University.
- Serve as an information resource and represent Mount Mary University to students, family, and guests.
- Be willing to assist others to ensure the smooth functioning of the desk.
- Get to know other staff members and students to be an important part in the community building of Caroline Hall.
- Be attentive and know what is going on within the hall during your desk shift.

Administrative Skills

- Answer phone calls and take messages.
- Log activity taking place at the desk (security, maintenance, equipment loans, etc.)
- Attend all trainings and meetings.
- Help students check out games and other items to enhance the community experience.
- Be flexible and willing to work with others in creating a schedule for the desk hours of operation.
- Other duties and projects as assigned.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Candidates will also be expected to uphold strict confidentiality and residence hall policies and procedures.

****Desk workers must be willing to work Fridays, Saturdays, and/or Sundays and holidays**

PREFERRED SKILLS

Knowledge of Residence Hall and Public Safety Policies and Procedures

Good Customer Service

Problem Solving



**Mount Mary University
2024 University Support Coordinator
Job Description**

POSITION DESCRIPTION:

A University Support Coordinator provides support to ongoing University activities during the summer months. The summer position has fluctuating job responsibility hours, with an average of 20 hours per week.

This position is required to live-on campus for the duration of the summer. Dates of employment would be May 20, 2024 until August 24, 2024.

RESPONSIBILITIES:

Fulfill all responsibilities of SOAR Leader
Fulfill all responsibilities of Summer Resident Assistant and On-call staff
Fulfill all responsibilities of Caroline Hall Front Desk Employee
Fulfill all responsibilities of Event Services/Building & Grounds
Work closely and cooperatively with Mount Mary University staff, administration, and other members of the Summer Events & Building Manager team
Setting up event spaces, residence hall rooms, and other spaces on campus for internal and external use.
Greet and work with visitors and clients of the University.
Additional duties as set forth by the supervisors

QUALIFICATIONS:

- A desire to work with people
- Ability to relate well to students, family members, guests, faculty and administration
- Strong communication skills
- Good academic standing
- Good disciplinary standing
- Leadership potential
- Problem solving skills
- Follow through, dedication, and commitment

REQUIREMENTS:

- Must be enrolled as a full-time student at Mount Mary University for the semesters preceding and following the summer of employment.
- Push, pulling, or lifting up to 25 pounds
- Some work on weekends, nights, or be on-call as a part of the job.
- Any other employment, including other campus jobs, must be discussed with and approved by supervisors.
- Act as a positive representative of the University in interactions and by role modeling behavior.

REMUNERATION:

A University Support Coordinator will gain significant leadership experience including developing professional relationships with faculty, staff, and students and building communication skills. Additionally, students receive:

- Position Pay
 - \$13 an hour for 20 hours for 14 weeks (\$3,640 for summer)
- Campus housing for summer (valued at \$1,365)



Mount Mary University
2023 Fall Transition Leaders
Job Description

POSITION DESCRIPTION:

Fall Transition Leaders *are volunteer peer-supports to new students as they enter the Mount Mary university community.* They support incoming students by providing information, guidance and advice. Fall Transition leaders will participate in training sessions, assist with orientation in August, and play a vital role in facilitating the adjustment of new students to our campus and the community. The position is an outstanding opportunity for any student interested in gaining leadership skills on an introductory basis. People skills, group facilitation, and public speaking are some of the areas in which Fall Transition Leaders will gain experience in this short-term volunteer role.

RESPONSIBILITIES:

- **Attend all training dates and Orientation events. A list of these dates can be found attached to this description.**
- Welcome and introduce new students to the Mount Mary community **while** maintaining an open and helpful attitude.
- Facilitate social activities for new students through direct involvement and participation.
- Promote interaction among students during small group discussions and activities.
- Work closely and cooperatively with Mount Mary University staff, administration, and other SOAR Leaders.
- Co-facilitate small groups to create community, help students build skills, and make friends
- Have fun and be a friendly face to new students
- Guide students in collaboration with SOAR leaders through the physical campus space.
- Serve as a positive representation of Mount Mary University

QUALIFICATIONS:

- **Must be available for training sessions and Orientation activities.**
- A desire to work with students, faculty, and staff.
- Ability to relate to students, family members, faculty and administration.
- Strong communication skills
- Good academic standing (2.5 overall GPA. By completing this application, you agree to a GPA check conducted by the hiring committee.)

- Good disciplinary standing
- Leadership potential
- Strong problem solving skills and initiative
- Follow through, dedication, and commitment

BENEFITS:

Fall Transition Leaders will gain significant leadership experience including developing professional relationships with faculty, staff, and students and building communication skills. Additionally, students receive:

- This is a volunteer position
- Free meals during all scheduled events
- Early move-in to the residence halls for students with Fall housing contracts
- Free Leader shirts
- Excellent leadership development opportunities

Required Dates

Required Dates include trainings, New Student Registration (NSR), and Orientation:

All Fall Transition Leaders are **required** to attend all training and Orientation dates as detailed by Student Engagement staff.

Required Dates are:

Orientation & Training:

- August 21 – 23, Orientation programs all day & evening commitment
- August 16, 19, 20, Training all day commitment



Mount Mary University
2024 SOAR (Student Orientation and Registration) Leader
Job Description

POSITION DESCRIPTION:

SOAR Leaders *are key peer-supports to new students as they enter the Mount Mary university community.* They support incoming students and their families by providing correct information, guiding them through our campus, and providing words of wisdom and advice. SOAR leaders will participate in training sessions, assist with registration and orientation events, and play a vital role in facilitating the adjustment of new students to our campus and the community. The SOAR Leader position is an outstanding opportunity for any student interested in gaining leadership skills. Event planning, group facilitation, and public speaking are some of the areas in which SOAR Leaders will gain experience.

RESPONSIBILITIES:

- **Attend all SOAR training dates, New Student Registration days, and Orientation events. A list of these dates can be found attached to this description.**
- Welcome and introduce new students to the Mount Mary community **while** maintaining an open and helpful attitude.
- Facilitate social activities for new students through direct involvement and participation.
- Promote interaction among students during small group discussions and activities.
- Work closely and cooperatively with Mount Mary University staff, administration, and other SOAR Leaders.
- Support students to learn about MMU, Classes, success
- Facilitate small groups to create community, help students build skills, and make friends
- Have fun and be a friendly face to new students
- Support facilitation of large groups and guiding students through New Student Orientation.
- Provide administrative support to programs, including preparation of orientation/registration materials
- Serve as a positive representation of Mount Mary University

QUALIFICATIONS:

- **Must be available for training sessions, registration days, and Orientation activities.**
- An ability and desire to work with students, family members, faculty and staff.
- Ability to relate to students, family members, faculty and administration.
- Strong communication skills

- Good academic standing (2.5 overall GPA. By completing this application, you agree to a GPA check conducted by the hiring committee.)
- Good disciplinary standing
- Leadership potential
- Strong problem solving skills and initiative
- Follow through, dedication, and commitment

BENEFITS:

SOAR Leaders gain significant leadership experience including developing professional relationships with faculty, staff, and students and building communication skills. Additionally, students receive:

- Hourly rate of \$10/hour and up to 90 hours of available work hours. Potential to earn \$900 in the calendar year.
 - Contingent on full participation in all required activities and training sessions
 - Minimum participation requirements apply.
- Free meals during all scheduled events
- Early move-in to the residence halls for students with Fall housing contracts
- Free SOAR Leader shirts
- Excellent leadership development opportunities

Required Dates

Required Dates include trainings, New Student Registration (NSR), and Orientation:

All SOAR Leaders are **required** to attend all posted training dates, NSRs, and Orientation dates as detailed by Student Engagement staff. While all dates are mandatory in the role, Student Engagement can in many cases work with students schedules if they disclose potential date conflicts at the beginning of the hiring period. We encourage students to apply even if there are date conflicts and to disclose those conflicts in advance.

Required Dates are:

Training:

- Initial Training: April 10, 11, or 12 (half day - determined by team availability)
- Team Retreat: Late May/Early June (full day - determined by team availability)

New Student Registrations (NSRs):

- April 20, 2024 – 7:15 AM – 3:30 PM
- May 29, 2024 – 3:00 PM – 10:00 PM
- June 15, 2024 - 7:15 AM – 3:30 PM
- July 16, 2024 - 7:15 AM – 3:30 PM
- August 7, 2024 - 7:15 AM – 3:30 PM
- ONE of the following: August 14 OR June 25

Orientation:

- August 21 – 23, Orientation programs all day & evening commitment
- August 16, 19, 20, Training all day commitment



Mount Mary University
Programming Assistant 2024
Job Description

ROLE AND RESPONSIBILITIES

Program and Event Planning

- Help develop, create, implement, campus-wide programming, events, initiatives, and services.
- Assist in planning and managing student events and activities, which may include evenings and weekend hours.
- Lead marketing efforts for events including virtual and physical advertisement of events including poster/media creation, poster/media distribution, tabling, and creative marketing initiatives.

Volunteer Management

- Oversee student/peer volunteers at events, supporting the smooth implementation engaging and welcoming events.
- Communicate with student volunteers before events to ensure a adequate student voice and presense at events.
- Recruit student volunteers to support planning and implementation of student events.
- Engage volunteers in event promotion and marketing

Administrative Functions

- Perform general administrative tasks, as assigned, including filing, data input, copying, etc.
- Printing/posting posters, flyers, table tents, etc. and taking down out-of-date ones
- Managing the Student Engagement bulletin boards next to the Student Engagement office and throughout campus.
- PRC inventory/Keeping the PRC organized, stocked, and clean
- Assisting with administrative tasks pertaining to student organizations, including student organization registration, fundraising requests, funding requests, other forms, etc.
- Maintaining current student organization list, Outlook group file, calendar, and Zoom account.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Experience and/or interest in event planning, leadership, and/or community building preferred.

Strong organization skills and desire to work with others.

ADDITIONAL NOTES

Position Overview:

The Student Engagement Department's Programming Assistant student worker position(s) will be open to all Mount Mary students. The position will be based on an 8 hour/week commitment and will include programming and administrative support responsibilities. This role's rate is \$10/hour.



Department of Residence Life

Caroline Hall Resident Assistant Position Description

Resident Assistants are a most integral part of Residence Life. Resident Assistants are assigned to a floor of approximately 30-45 individuals. Their primary responsibility is to act as a representative of Residence Life for this residence hall community. The Resident Assistant articulates to students the philosophy and policies of Mount Mary University. They represent Residence Life as a role model in all facets of college life. The job is estimated at approximately 20 hours per week of work, but fluctuates based on needs of the floor or hall residents. This position should not be viewed as an hourly commitment. The five (5) basic roles of the Resident Assistant are:

- A. Community Facilitator
- B. Team Member
- C. Administrator
- D. Programmer
- E. Referral Agent

Supervisor: The Resident Assistant directly reports to the Director of Residence Life.

Requirements and Expectations:

1. Must be enrolled as a full-time student at Mount Mary University during employment period.
2. Maintain a 2.50 grade point average, both cumulative and semester.
3. Will be placed within the hall as determined by Residence Life and may be reassigned at any point during the academic year.
4. At all times, practices open communication with Residence Life—which includes all professional and support staff members.
5. Any other employment not to exceed 10 hours per week, including other campus jobs, must be discussed with and approved by the supervisor.
6. Be in good standing with the University and Student Affairs. A Resident Assistant cannot be on disciplinary or academic probation.
7. Act as a positive representative of the University and Residence Life in interactions and by role modeling behavior.
8. Additional expectations and duties as set forth by the Director of Residence Life.

Responsibilities:

Community Facilitator

1. Be available and accessible to the students by spending quantity and quality interaction time in the residence hall.
2. Assist students with personal, social, and academic concerns. Reach out to students who may be isolated in some way.
3. Respect and maintain confidentiality of staff and students.



4. Uphold and exemplify all policies and programs of Mount Mary University and Caroline Hall.
5. Develop a responsible living environment by helping the residents understand and enforce community standards.
6. Consistently encourage responsible behavior by the residents.
7. Exhibit a respect for diversity, encourage expression of diversity among residents, and facilitate an environment of acceptance.
8. Attend Caroline Hall Council meetings as determined by the Director of Residence Life and Graduate Assistant.
9. Respond to emergency situations quickly.

Team Member

1. Attend and participate in all staff training
 - a. Spring Workshop
 - b. Fall Training
 - c. In-services as scheduled.
 - d. Winter Training
 - e. New Student Orientation
 - f. Others as assigned by professional staff
2. Attend weekly staff meetings
3. Help develop staff community by supporting and displaying a positive attitude toward all staff.
4. Negotiate all outside activities in clubs, sports, etc., with supervisor in terms of time management.

Administrator

1. Be available for the opening and closing of the residence halls, this includes arriving earlier and staying later.
2. Be available for special staffing/duty assignments: Fall Break, Thanksgiving Break, Winter Break, Spring Break; Easter Break, the last weekend prior to each closing; others as assigned by Director of Residence Life.
3. Participate in the hall duty schedule. Understand that frequency of hall duty is based on the number of staff in the hall.
4. Complete administrative tasks—maintenance requests, weekly reports, incident reports, program evaluations, room condition reports, etc.—as assigned and in the time frame specified by the Director of Residence Life.
5. Share in the check-in/check-out duties with hall openings, closings, and ongoing moves during the academic year.
6. Articulate University policies, procedures, and safety information to residents.
7. Participate in the Resident Assistant Selection Process as designated by Director of Residence Life.
8. Serve in a weekly Caroline Hall Front Desk Shift rotation (5 hours per week).



Programmer

1. Facilitate programs for floor/hall each semester as defined by Residence Life.
2. Work with the Director of Residence Life to set program dates and deadlines.
3. Submit the Program Proposal/Evaluation form in conjunction with each program.

Referral Agent

1. Actively confront all disciplinary situations immediately and then document situations as appropriate within 24 hours of the encounter.
2. Refer students to different campus offices, personnel, and community agencies.
3. Keep residents apprised of University happenings by posting current information on your floor and conducting regular floor meetings.

Compensation: Compensation will be room and board for the duration of employment and the opportunity to learn basic skills in programming, human interaction, and administration.

