Join our Network!
Housing and Residence Life

Center for Career and Professional Advancement

What We Offer
✓ Resume Review and Writing Assistance
✓ Cover Letter Review and Writing
✓ Mock Interview - phone and in-person
✓ Application Review
✓ Career and Resume Coaching

Monday - Friday
8:00AM to 5:00PM
Drop-in hours 10:00 am-2:00pm Monday-Friday
Student Services Building, Suite 230
209.228.7272
Make an appointment: bglaize2@ucmerced.edu
Housing & Residence Life Quick Facts

• 4 Communities
  • Half Dome
  • Summits
  • Sierra Terraces
  • Valley

• 2000 + residents!
  • First year students - new students to the university
  • Continuing students - second year and above and transfer students

• Theme Halls
  • Fiat Lux
  • Gender Inclusive
  • Academic Excellence
  • Natural Science Honors

Being a Member of the Home Team!

• Housing & Residence Life offers 5 Student Job Opportunities:
  • Resident Assistant
  • Office Assistant
  • Programming Assistant
  • Student Assistant
  • Graphic Designer
  • Residential Technology Intern
Do you have the skills and/or experience with the following?

- Effective time management
- Responsible
- Enthusiastic
- Role model/leader
- Respectful
- Organized
- Caring
- Promote diversity
- Excellent interpersonal skills
- Communicate and collaborate with diverse groups of people
- Team player
- Multi-tasking skills
- Flexible
- Positive, open minded, and approachable

Resident Assistant (RA)

- Applications opened 11/7/14
- Academic Year
  - Applications due 1/26/15 at 11:59pm
  - Group Process 2/9-2/27/15
    - 3 sessions, 2 hours each per week
  - Individual Interviews 3/4-3/5/15

Benefits include full room and board
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RA Job Description

- RAs play important roles in developing inclusive and interactive communities through programming and various activities.
  - serve as a mentor
  - role model both academically and socially
  - listener
  - referral agent
  - establishing and enforcing behavioral standards
  - facilitating communication
  - and participating in an on-call duty rotation for emergency response.

Office Assistants (OA)

- Academic Year
  - Applications open 2/1/15
  - Applications due 2/15/15 at 11:59pm
  - Interviews 2/20-2/27/15

Benefits- $9.45 an hour

***Ability to work a minimum of 10 hours/week during our normal operating hours: Mon-Fri, 8am-11pm; Sat-Sun, 1pm-11pm; occasional holidays and event days.
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OA Job Description

• Student Office Assistants are hired to serve as receptionist for the Housing and Residence Life front desks.
  • Answer a wide array of questions
  • Help students complete work orders
  • Perform some clerical duties
  • Sort and distribute mail
  • Serve as a resource to residents and visitors learning to navigate the campus
  • Reserving rooms and equipment for residents

Programming Assistant (PA)

• Applications open 11/7/14
• Academic Year
  • Applications due 3/23/15 at 11:59pm
  • Interviews/Group Process 4/2-4/3/15

Benefits
• Single room for triple price
• $2000 per year compensation
6  MELANY
Matthew Moran,
PA Job Description

• The Programming Assistant (PA) supports this mission by facilitating various programming aspects of student life in the residence communities.
  • Create, market, and facilitate small and large scale programs that are either educational or social
  • Welcome Week and January Jumpstart
  • Manage programming budget

Student Assistant (SA)

• Academic year
  • Application available 2/1/15
  • Application due 3/23/15 at 11:59pm
  • Interviews early April

Benefits - $9.50 an hour
MELANY
Matthew Moran,
SA Job Description

• The Student Assistants will assist the Housing and Residence Life staff with administrative tasks and communications as well as assist with other operations tasks in Housing & Residence Life.
• Duties include:
  • handling confidential information
  • data entry
  • scanning, filing, photocopying
  • routing for signature
  • distribution of documents or sensitive material
  • organizing binders
  • occasional web research
  • and other duties as assigned

***All matters must be handled with absolute confidentiality since this position will be exposed to sensitive and confidential documents and conversations of a confidential nature may be overheard.

Residential Technology Intern (RTI)

• Academic year
• Application available 1/26/15
• Hiring for spring 2015 semester
• Interviews begin 2/2

Benefits - $10.25 an hour
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Residential Technology Intern (RTI)

- The Residential Technology Intern will assist Housing & Residence Life with technology matters throughout the department. Duties include:
  - Assisting with office technology and A/V systems
  - Training, workshops, and troubleshooting issues
  - Helping with website and social media
  - Keeping inventory of technology, manuals, and information
  - Helping manage computer systems for housing applications, events, conferences, and student conduct

***All matters must be handled with absolute confidentiality since this position will be exposed to sensitive and confidential documents and conversations of a confidential nature may be overheard.

HRL Qualifications

- Must participate in 1-2 week training session prior to the start of each semester.
- Maintain a 2.5 semester and cumulative GPA - by applying you authorize HRL to access your grades.
- Must be in good financial and judicial standing with the University.
- Ability to maintain confidentiality about personnel issues as well as follow established policies and protocols.
- Must be able to work weekends and weeknights (some jobs vary)
Training and Education

- There are two trainings in each academic year. 2 weeks before opening in fall and 1 week before opening in spring.
- Training is mandatory for ALL staff.
- Be sure not to schedule anything that could interfere with this time (i.e. work, other commitments).
- Missing any portion of training may jeopardize your position on staff.
- All staff, new and returning, are required to attend all sessions during training.

How to Apply

- First, attend one of the informational sessions! Attendance is not mandatory but it is an excellent way to find out more about how to apply and what to expect from the process and position!
- Applications are available at jobs.ucmerced.edu. Applications as well as Resumes and Cover Letters must be submitted online.
Melany
Brandon Huber,
**Application Tips**

- Read the application thoroughly
- Fill out the questions to the best of your ability
- Ask questions if you need clarification
- Utilize online resources and current HRL staff to learn more
- Check your spelling and grammar

**Interview Tips**

- Practice with a friend, HRL staff member; or, career services offers mock interview practice
- Be on time, preferably 10 minutes early
- Be honest and confident
- Have questions ready for the interviewers
- Be yourself
Resume and Cover Letter Tips

• Read the job description and department mission statement
• Make sure your resume is updated
• Please upload your resume and cover in PDF
• Partake in workshops hosted by Careers Services that may benefit you

What happens after I turn in my application?

✓ If you meet our qualifications, you will be invited to attend both the individual interview and group interview.
✓ Communication will be through your ucmerced email or cell phone. Please check email daily!
4  Melany
   Brandon Huber,
Benefits for joining the TEAM!

- Make a difference in someone’s life
- Meet new people
- Fun times
- Leadership opportunities
- Help others
- Build relationships
- Creative experiences
- Have awesome conversations
- Acquire new skills
- Resume/career experience

Do You Have What it Takes?
Questions?

JOIN THE HOME TEAM
HOUSING AND RESIDENCE LIFE