

OFF CAMPUS ASSISTANT 2017 - 2018 Application Packet

UMassAmherst

Off Campus Student Life

Applications are reviewed as they are submitted

WHAT IS THE OFF CAMPUS STUDENT CENTER?

The Off Campus Student Center (OCSC) is an on campus home for off campus students. The OCSC is located in room 314 of the Student Union and is staffed by Off Campus Assistants, Graduate Assistants, and Professional Staff. These individuals act as a resource for students who live or plan to live off campus.

The OCSC is mainly used as a lounge and work space for off campus students. A refrigerator and microwave are available. Students are able to rent lockers, charge their devices, and utilize the Quick Access computers for OIT printing. It is also a great programming space. We offer a variety of social programs including UMass Night Out Karaoke, prize raffles, trivia, and game nights. We also offer educational programs including information sessions about off campus living. Community outreach initiatives including Walk This Way, and Team Positive Presence are an integral part of our work.

WHAT DOES AN OFF CAMPUS ASSISTANT DO?

Off Campus Assistants (OCAs) are a team of off campus students who manage the Off Campus Student Center. In addition to programming, the OCAs act as a resource for off campus students. The OCAs participate in Town Gown initiatives to build community among the greater Amherst area. The OCAs do not enforce campus policy or town bylaws.

WHAT ARE SOME OF THE QUALITIES THAT WE ARE LOOKING FOR IN AN APPLICANT?

Ideal applications will understand the needs of and are interested in working with UMass students who live or plan to live off campus. A high level of maturity exhibited in sound judgment, flexibility, and responsibility is expected. An ideal candidate would demonstrate the following qualities:

- Outgoing and personable
- Organized and self-motivated
- Creative and energetic
- Ability to take initiative
- Strong customer service skills

- Social media and tech savvy

WHAT ARE THE REQUIREMENTS TO BE AN OFF CAMPUS ASSISTANT?

A UMass Amherst student enrolled full-time in an undergraduate degree program;

- Availability for the entire employment period (Fall 2017 and Spring 2018 semesters) and for the Fall 2017 training that takes place the week before classes
- A 2.5 cumulative grade point average must be maintained for hiring and continued employment
- Students who are on University Probation or a higher sanction at the time of application review are not eligible to interview. Students with any other conduct history will be subject to review by the Dean of Students Office
- Students must live off campus while employed by the OCSC (**NOTE:** OCAs are not placed in housing)

WHAT ARE SOME OF THE RESPONSIBILITIES OF AN OFF CAMPUS ASSISTANT?

- Manage the OCSC during weekly shifts
- Develop, promote, and execute programs
- Host Off Campus Student Life (OCSL) events, such as: Apartment Complex & Resource Fairs, and Open Houses
- Assist customers who come to the OCSC looking for off campus housing
- Participate in the Walk This Way and Watch For Me Initiative
- Use the OCSC social media to promote ongoing events and activities

WHAT ELSE SHOULD YOU KNOW BEFORE APPLYING?

Training: OCAs will be required to participate in training the week prior to the start of fall semester classes. Further information will be provided if you are offered an interview.

Compensation: OCAs receive \$11.50 per hour. OCAs are expected to work ten hours per week, including some evening and weekend hours. Students eligible for work-study preferred, but all students (regardless of work-study status) are encouraged to apply.

Video Application: This year we have included the option to submit your application by creating a brief (5-10 minute) video. This video can be taken on your (or your friends!) smart phone, computer, tablet, etc. We do not expect you to be a professional videographer, but rather want to get to know your personality and why you would be a good fit for our team. Feel free to be creative, but make sure to answer the questions listed in the application materials below.

OR

Paper Application: Please address the prompts listed on the following page and attach them to this application.

Please email all completed parts of the application in one email to:

Costin Thampikutty & Maura Roberts

cthampicutty@sacl.umass.edu and maurashea@sacl.umass.edu

Graduate Assistants

Off Campus Student Center

Student Union, Room 314

ocsc@sacl.umass.edu
413-577-1005

If you have questions about the position/qualifications
please contact Costin Thampikutty or Maura Roberts in the Off Campus Student Center.

Off Campus Assistant Application 2017-2018

Please fill out the following information:

Name: _____ Student ID#: _____

Current Local Address: _____

Phone: _____ Email: _____

Permanent Address: _____

Current Major: _____

Year of Graduation: _____ Cumulative GPA: _____

Future Address (for 2017-2018): _____

How did you hear about the Off Campus Assistant position? _____

Please address the following prompts in a 5-10 minute video OR written statement:

1. Describe or show us what characteristics, skills, and/or experiences you have that would make you an effective Off Campus Assistant. Please provide examples.
2. Describe or show us an issue facing off campus students and how you would help address the issue as an Off Campus Assistant. This can be based upon your own experience or an experience of someone you know.
3. Describe or show us your involvement in student organizations, campus activities, and/or previous employment. Please include any leadership experience that you have had.

References

Please provide **two** character references. Complete each of the attached *Reference Forms* and return both in either a sealed envelope to the Off Campus Student Center (Student Union, Room 314) or have it emailed directly to Costin Thampikutty (cthampikutty@sacl.umass.edu) and Maura Roberts (maurashea@sacl.umass.edu). **It is your responsibility as an applicant to get the reference forms back to the Off Campus Student Center.**

My signature gives Off Campus Student Services permission to verify my University conduct and academic records as well as contact my references.

Signature: _____ Date: _____

Off Campus Assistant Reference Form 2017-2018

Name (please print) _____ has applied for the position of **Off Campus Assistant**.

An Off Campus Assistant (OCA) is responsible for acting as a resource, providing information, helping solve problems, and coordinating programs for off campus students. Additionally, they participate in Town Gown initiatives to build community among the greater Amherst area. In this role, we require candidates who display a high level of maturity exhibited in sound judgment, flexibility, strong communication skills and a willingness to accept responsibility. Additionally, candidates should be able to work with complex issues in which they may be required to solve problems, but are prohibited from setting rules or guidelines for residents.

**NOTE: The Family Educational Rights and Privacy Act of 1974 gives a student the right of access to an evaluation written about him or her. The law also permits the student to sign a waiver relinquishing his or her right to inspect letters of recommendation. The student's signature below constitutes a waiver; no signature means that the student will have the right to read this recommendation.*

Student's Signature: _____ Date _____

Reference Information

Name/Title: _____

Address: _____

Phone: _____ Email: _____

Signature: _____ Date: _____

Please address the following questions (if on a separate page, please attach to this form):

How long have you known the applicant and in what capacity?

Do you believe the applicant would be an appropriate role model for students living off campus? Please explain.

Rank the applicant in the following areas by circling the most appropriate description:

Professionalism

Outstanding Above Average Acceptable Marginal Unacceptable

Work Ethic

Outstanding Above Average Acceptable Marginal Unacceptable

Quality of Work

Outstanding Above Average Acceptable Marginal Unacceptable

Creative & Energetic

Outstanding Above Average Acceptable Marginal Unacceptable

Outgoing & Personable

Outstanding Above Average Acceptable Marginal Unacceptable

Dependability

Outstanding Above Average Acceptable Marginal Unacceptable

Ability to Work Independently

Outstanding Above Average Acceptable Marginal Unacceptable

Ability to Work as a Team

Outstanding Above Average Acceptable Marginal Unacceptable

What is your recommendation of how well suited this applicant is to be an Off Campus Assistant? (Check one.)

Highly Recommend Recommend

Recommend with Reservations* Cannot Recommend at this Time

**If you recommend with reservations, please list those reservations.*

Thank you for taking the time to complete this reference!

For more information, contact Off Campus Student Center at 413-577-1005 or ocsc@sacl.umass.edu.

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_____ Recommend with Reservations* _____ Cannot Recommend at this Time

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