OFF CAMPUS ASSISTANT
2016 - 2017 Application Packet

Deadline: Monday April 11, 5pm
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. Refrigerators and microwaves 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 2016 and Spring 2017 semesters) and for the Fall 2016 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 Services (OCSS) events, such as: Apartment Complex Tours, 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?

Timeline: Applications are due on Monday April, 11 at 5pm. After you submit your application, you will be asked to sign up for an interview time slot. Interviews will begin on April 12th. After scheduling an interview, you will receive more information about the OCSC.

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 $10.00 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 would like you 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.

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

Avery Hennigar & Maura Shea Roberts
ahenniga@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 Avery Hennigar or Maura Shea Roberts in the Off Campus Student Center.
Off Campus Assistant Application 2016-2017

Please type the following information:

Name: ___________________________ Student ID#: __________

Current Local Address: ___________________________

Phone: ___________________________ Email: __________________

Permanent Address: ___________________________

Current Major: ___________________________

Year of Graduation: ___________________________ Cumulative GPA: __________

Future Address (for 2016-2017): ___________________________

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

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

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 Avery Hennigar (ahenniga@sacl.umass.edu) and Maura Shea 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 2016-2017

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.
UMass Amherst
Off Campus Student Services
University of Massachusetts Amherst | 314 Student Union | 413-577-1005

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- _____ Recommend with Reservations*  _____ Cannot Recommend at this Time

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