Applications are reviewed as they are submitted.
To guarantee an interview, please submit by 4/17/19

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 103-105 of Bartlett Hall 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 and educational programs including Holiday Crafting, Professional Headshots, Off Campus Housing Fairs, and Fire Safety Week. Community outreach initiatives including Walk This Way and Team Positive Presence are an integral part of our work. The Center also works in tandem with Student Parent Programs, an office physically attached and hierarchically situated underneath the Off Campus Student Life umbrella.

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 helping with 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:

- Organized and self-motivated
- Ability to work with diverse populations
- Creative and energetic
- Ability to take initiative
- Strong customer service skills
- Strong attention to detail
WHAT ARE THE REQUIREMENTS TO BE AN OFF CAMPUS ASSISTANT?

A UMass Amherst student enrolled in an undergraduate degree program;
- Students must live off campus while employed by the OCSC (NOTE: OCAs are not placed in housing)
- Availability for the entire employment period (Fall 2019 and Spring 2020 semesters) and for the Fall 2019 training that takes place the week before classes (Anticipated Dates: 8/28 - 9/2)
- 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

WHAT ARE SOME OF THE RESPONSIBILITIES OF AN OFF CAMPUS ASSISTANT?
- Manage front desk operations during weekly shifts, including opening and closing duties
- Develop, promote, and execute programs in and outside of the Center
- Assist community members who come to and call the OCSC looking for off campus housing
- Assist Graduate Assistant(s) and Professional Staff with center operations
- Participate in weekly trainings and professional development opportunities
- Other duties as assigned

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 (Anticipated Dates: 8/28 - 9/2)

Compensation: OCAs receive $13.00 per hour. OCAs are expected to work eight to 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 (3-5 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:
Derek Dunlea
ddunlea@sacl.umass.edu
Graduate Assistant
Off Campus Student Life & Community Engagement
Off Campus Assistant Application 2019-2020

Please fill out the following information:

Name: ____________________________  Student ID#: ____________

Current Local Address: ___________________________________________

Phone: ____________________________  Email: ______________________

Permanent Address: _____________________________________________

Current Major: __________________________________________________

Year/Month of Graduation: ________________  Cumulative GPA: ________

Future Address (for 2019-2020): _______________________________________________________________________

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

________________________________________________________________________

Please address the following prompts in a 3-5 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.

Resume & References
Please provide two character references along with your current resume

Reference 1: Name/Title ____________________________ Phone Number __________________

Reference 2: Name/Title ____________________________ Phone Number __________________

Please email or hand in all completed parts of this application to Derek Dunlea, 103 Bartlett Hall (ddunlea@sacl.umass.edu).

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

Signature: ____________________________________________  Date: ______________