The Office of Residence Life is planning to hire 1-3 Community Assistants (CA) for 2021-22. The commitment is for the academic year, beginning immediately and ending late June. No experience is necessary and all WVC students are encouraged to apply! Incoming freshman who are not yet WVC students but have been accepted to WVC for Fall quarter may also apply.

Benefits: Community Assistant (approx. 9 hours/week)
- $1000 rent discount each quarter.
- Free early move-in (immediately upon hiring)
- Looks great on university or grad school applications if considering a transfer
- Real world work experience

Qualifications/Requirements:
- Must meet all requirements to be a resident in the residence hall including:
  - Continually enrolled in at least 10 credits per quarter at WVC
  - Being fully vaccinated against the COVID-19 virus
- Additionally, you must:
  - be at least 18 years old by the time you start work.
  - have, and maintain, a 2.5 GPA
- Commit to the entire academic year (or remaining portion if starting mid-year).
- These are NOT work study positions; international students and others without a work study award are welcome to apply.

Wenatchee Valley College is committed to a policy of equal opportunity in employment and student enrollment. All programs are free from discrimination and harassment against any person because of race, creed, color, national or ethnic origin, sex, sexual orientation, gender identity or expression, the presence of any sensory, mental, or physical disability, or the use of a service animal by a person with a disability, age, parental status or families with children, marital status, religion, genetic information, honorably discharged veteran or military status or any other prohibited basis per RCW 49.60.030, 040 and other federal and laws and regulations, or participation in the complaint process.

The following persons have been designated to handle inquiries regarding the non-discrimination policies and Title IX compliance for both the Wenatchee and Omak campuses:
- To report discrimination or harassment: Title IX Coordinator, Wenatchi Hall 2322M, (509) 682-6445, title9@wvc.edu.
- To request disability accommodations: Student Access Coordinator, Wenatchi Hall 2133, (509) 682-6854, TTY/TTD: dial 711, sas@wvc.edu.
Job Overview: See detailed Job Descriptions

***Please Print Neatly***

Applicant Name: ___________________________   Student ID#: __________________

Cell Phone: ________________________________ Alternate Phone: ___________________________

Email: ______________________________________________________________________________

Are you 18 years or over?  ○ Yes  ○ No.  If not will you be 18 by Sept 6, 2021?______________

Are you fluent in a language other than English?  If so, please list:  ______________________________

Cumulative GPA: _____________________  (No WVC GPA? Use GPA from high school or previous college)

Expected Month/Year of WVC Graduation: ________________________________________________

What is your area of study: ___________________________________________________________

Prior Work or Volunteer Experience: Please begin with your most recent experience

Employer or Organization: _____________________________________________________________

Position: ____________________________________________________________________________

Supervisor or Contact Person: ___________________________________________________________

Phone Number: ______________________________________________________________________

Description of your duties: ___________________________________________________________________

____________________________________________________________________________________

Dates of Employment: __________________________  to  ____________________________

Reason for Leaving: ___________________________________________________________________

Employer or Organization: _____________________________________________________________

Position: ____________________________________________________________________________

Supervisor or Contact Person: ___________________________________________________________

Phone Number: ______________________________________________________________________

Description of your duties: ___________________________________________________________________

____________________________________________________________________________________

Dates of Employment: __________________________  to  ____________________________

Reason for Leaving: ___________________________________________________________________

Please answer the short answer questions on the next page. Attach a separate page if needed.
What are your anticipated outside commitments for the Fall 2021 - Spring 2022 academic year (including other employment, sports, volunteering, family obligations, etc.)?

Being Residence Hall staff member can be a demanding role, much more than an average job. Since you live and work in the same place, you are always “on” even when you are not officially working. We call this living in a fishbowl since everyone around you looks to you. How will you create balance between these demands, your classes, and looking after yourself?

Have you lived in a residence hall or other similar living situation before? Describe your experience.

Why do you want to become an CA?

Please describe one virtual or socially separated active and one passive program that you would like to create for the Residence Hall. Take a look at residentassistant.com for ideas.

You will be asked to preset your ideas during your interview.

- An active program is actually doing something within a set period of time but the current pandemic limits much of what we would normally do. Think real-time online or outdoor activities where people can be more than 6’ apart.
- A passive program is an ongoing thing such as keeping up an information and resource table or creating a wall display (not just a single poster).
**Application and hiring process:**

- Applications are due September 7, 2021
- Candidates will be identified and contacted by the end of the week (by September 10)
- Candidates will be invited to interview, September 13, 2021
- Job offers will be made September 15, 2021
- New staff must move in at least 1 week prior to new student move-in. Fall move in for 2022 will begin Monday, Sept 20th.
- Training will be in-person. These will be done in groups of less than 5 following proper distance guidelines.

Training and assisting with move-ins is mandatory. We will be unable to offer the positions to anyone who is unable to commit to these dates.

**Complete applications contain the following:**

- Required Cover Letter addressed to Jeremy Snyder, Residence Life Manager
- Required Resume
- Optional: Letters of recommendation from instructors or supervisors are welcome, but not required

Applications may be scanned and returned via email to reslife@wvc.edu or mailed via USPS.

The address is: WVC Residence Life, 1300 Fifth St, Wenatchee WA, 98801

**Employment as a CA is subject to a background check**

I certify that all information provided on this application is true and accurate. I give the Office of Campus Life permission to access my academic records to verify enrollment and grades.

____________________________________   __________________________
Applicant Signature      Date