

MEMORANDUM

TO: Apartment Coordinator Candidates
FROM: Meg Autrey, Director, Department of Housing and Residence Life
SUBJECT: Single Student APARTMENT COORDINATOR SEARCH PROCESS

Welcome to the Apartment Coordinator Search Process. Eligibility guidelines can be found on the second page of this memorandum. Please review all information and note the due date of **Sunday, March 12, 2023.**

We are recruiting for 3 Single Student AC positions for Fall 2023.

Once you have returned your application and your file is complete (all reference forms received), a search committee will conduct a screening of your file. The search committee will consist of staff from Housing Services. All interviews should be completed by mid-April. The Office of Student Financial Services is notified of all individuals filling the open Apartment Coordinator positions. If you are receiving financial aid, your monthly stipend could be subtracted from your financial aid award.

Additionally, all Apartment Coordinators must successfully pass a background check and maintain a minimum GPA of 2.5. These checks will be done prior to starting your position.

I would encourage you to contact a current Apartment Coordinator to receive a more detailed description of the responsibilities of an Apartment Coordinator.

Single Student Housing

Chief Joseph	chiefjoseph.ac@wsu.edu	509-335-4400
Chinook South	chinooksouth.ac@wsu.edu	509-335-2148
Chinook North	chinooknorth.ac@wsu.edu	509-335-2506
Columbia	columbia.ac@wsu.edu	509-335-2286 (Selection Committee Chair)
Nez Perce	nezperce.ac@wsu.edu	509-335-2145

Family/Graduate Housing

Kamiak	kamiak.ac@wsu.edu	509-335-2749
Steptoe East	steptoeeast.ac@wsu.edu	509-335-3074
Steptoe West	steptoewest.ac@wsu.edu	509-335-7734
Terrace	terrace.ac@wsu.edu	509-335-7652
Valley Crest	valleycrest.ac@wsu.edu	509-335-2179
Yakama	yakama.ac@wsu.edu	509-335-0646

All full-time Washington State University students, or spouse/partner who meet the eligibility requirements for living in University Housing, are eligible for an Apartment Coordinator position.

If you have any questions or concerns about the application eligibility, or the interview process, please contact Kyle Morgan, Selection Committee Chair, columbia.ac@wsu.edu or 509-335-2286.

Apartment Coordinator Eligibility Requirements

- If you are single, you must be a full-time student. If you are married, either you or your spouse must be a full-time student to apply for apartment coordinator.
- You must be eligible to work in the United States.
- The following is a list of possible eligibility statuses for applicants. Please make sure that you fit one of the categories below and apply for the correct position (Family/Graduate or Single Student Housing).

If you are a single undergraduate and/or have one roommate that is a sibling of either sex, you may only apply for Single Student Housing.

- If you are single and have a sibling living with you, you must apply as a single applicant. Your sibling would be allowed to live with you; however, they would have to pay monthly rent. The sibling would have no responsibility for the AC position.

If you are married or with a domestic partner WITHOUT dependents and are not living with an immediate family member(s) or you are a single graduate student, you may apply for both Family/Graduate and Single Student Housing.

- If you are married or with a domestic partner, both need to apply and if granted an interview, both will be required to attend the interview. If you are a single graduate student, you must apply as the primary coordinator.

If you are a single student who is engaged to be married, you may apply for both Family/Graduate and Single Student Housing.

- However, the secondary applicant will not be allowed to live in the apartment until a copy of the marriage license is received by Housing Services. Both applicants will need to apply as a couple (primary and secondary) and will be interviewed together if granted an interview.

If you are a student who is married or with a domestic partner and/or have a dependent(s), and/or live with a parent(s), you may only apply for Family/Graduate Housing.

- If you are married or with a domestic partner, both you and your spouse/partner need to apply as a couple. The spouse/partner of the student may apply to be the primary coordinator.
- If you are a single student with dependents or live with an immediate family member, you must apply as the primary coordinator.
- In both the above situations, if you are granted an interview, all who applied will be required to attend the interview. Dependents will not be permitted to attend the interview.

Application Checklist:

- Verify eligibility (see the above requirements)
- References complete (2 for Primary, 1 for Secondary candidate, if applicable)
- Application complete
- Meet full-time student requirement
- (Strongly Recommended but not required) Reach out to a current apartment coordinator to learn more about the position, contact information listed above

REMEMBER: All application materials due Sunday, March 12, 2023.