Primary Single Student Apartment Coordinator Application

If you are applying as a couple, please decide which one of you will be considered the primary Apartment Coordinator. This should be the person who will be doing most of the work for the job. The Primary AC does not have to be the student as long as the Secondary AC is one. The Primary AC should fill out this application. Please have the other person, if applicable, fill out the Secondary application located in this packet. **All applications that are not fully completed will not be considered.**

Please upload the completed application to the job posting on WSU Handshake. Late applications, **including those that are mailed**, will not be accepted if received after the deadline. **References must also be received no later than Sunday, March 12, 2023.** If you have questions regarding the application process, please contact Kyle Morgan, Selection Committee Chair, columbia.ac@wsu.edu or 509-335-2286.

Primary Apartment Coordinator Personal Information

Name: _____   WSU ID #: _____

Spouse/Partner/Fiancé: _____   *WSU ID #:* _____

Email Address: _____   Telephone: _____

Are you eligible to work in the US? Yes or No _____

WSU Network ID: _____

Current Address: _____ City: _____ State: _____ Zip: _____

Educational Background

Please list all past secondary institutions attended. Include information concerning WSU, including current class standing.

Name of School	Dates Attended	Degree and/or Class Standing
_____	_____	_____
_____	_____	_____
_____	_____	_____

Present Class: ____Freshman   _____Sophomore   _____Junior   _____Senior   _____Graduate Student

Last Semester GPA: _____   Cumulative GPA: _____   Anticipated Graduation: _____

References

References that are not received by **Sunday, March 12, 2023 will not be considered** and result in an incomplete application. The primary applicant needs to have two references.

Please list individuals you have sent reference forms link to in the space below. *You may select any of the following references to write a recommendation: Current Employer/Supervisor, Past Employer/Supervisor, Faculty Member or Advisor.*

Name   Title   Phone

_____   _____   _____

_____   _____   _____

Reference Form link: https://wsu.co1.qualtrics.com/jfe/form/SV_72FsDYyc3Ob9zIq

Reference Forms need to be submitted by **Sunday, March 12, 2023**. We will need to conduct a grade check to verify your GPA. Applicants must have a 2.5 cumulative GPA to qualify for the position. Please read the following release and sign:

I give my permission for my grades to be released to the Department of Housing Services for the purpose of determining my eligibility as a candidate for the Apartment Coordinator position. It is understood that this information will be held in confidence by those using it and destroyed when no longer needed.

NOTE: Candidates, who are first semester students, MUST submit a current copy of your academic transcripts with application, for purpose of grade verification.

_____   _____   _____
Print Name   Signature   Date

Please submit an updated resume and a cover letter addressing your typed responses to the following questions:

1. The Apartment coordinator position involves responsibilities such as working with groups, counseling, doing administrative tasks, and coordinating social and educational programs for students and their families. List and describe specific positions you have held, experiences you have had, and skills you have which have helped prepare you to be an effective Apartment Coordinator.
2. What do you see as being the most challenging aspect of the apartment coordinator position, and what would you do to ensure your success in that area?

INTERVIEW AND APPLICATION INFORMATION

1. All applications will be rated on a point or grade scale.
2. Applicants who have received an interview will be contacted by mid-April.
3. Those applicants that are offered an interview will be required to bring their spouse/fiancé/partner, if applicable.
4. Applicants that are offered an interview are expected to arrive on time to their interview.

IMPORTANT INFORMATION

The compensation for the 2023-2024 Apartment Coordinator position is:
- Provision of an apartment in University Housing (amount of furnishing differs from apartment to apartment).
- Waiving of monthly licensing fees and basic utilities (cable, electricity, and internet).
- Monthly stipend of $250.00 paid when fulfilling Apartment Coordinator duties.

Time Commitment Information:
The AC who is deemed the primary applicant can only work 19.5 hours per week for WSU. The AC position is considered a 10 hour per week job. Therefore, those that are applying to be the primary applicant may only work 9.5 hours per week other than the AC position at WSU. This includes work study, paid research, graduate assistantships, etc. All new hires must be available to cover other complexes during their break period if needed.

Computer access:
In order to do the daily tasks of the position, the AC should own or have regular access to an internet accessible computer to check email and access necessary AC documents.

TUITION, FEES, AND FINANCIAL AID
All Apartment Coordinators are expected to meet payment for tuition and University fees. Out-of-state students are not exempt from out-of-state-tuition. **Student financial aid awards may be affected by this compensation package.** Talk with the Student Financial Services office for specifics on how the Apartment Coordinator position may impact the amount of aid received.

Eligibility for the Position

Single Student Housing is comprised of unmarried students. To be eligible for this position, you must be a full-time student or if you are married, your spouse must be a full-time student. You must be eligible to work in the United States. If you are married, you and your spouse must apply as a couple. The spouse of the student may apply to be the primary coordinator. For more extensive information please refer to the Application Cover Sheet document.

THE DEPARTMENT OF HOUSING SERVICES IS AN EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION EMPLOYER.