MEMORANDUM

TO: Apartment Coordinator Candidates
FROM: Meg Autrey, Associate Director, Department of Housing Services
SUBJECT: APARTMENT COORDINATOR SEARCH PROCESS

Welcome to the Apartment Coordinator Search Process. The necessary materials and information are available on the Apartment Coordinator search website: http://housing.wsu.edu/about-housing/employment/apartment-coordinators/. You will find a job description, application form(s) and reference form(s). Eligibility guidelines can be found on the second page of this memorandum. Please review all information and note the due date of Thursday, January 16th, 2020 before 4:00 PM.

This year, we are anticipating three Single Student AC positions open in the 2020-2021 Academic Year.

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 January 31st, 2020 and a final decision made by February 14th, 2019 (dates subject to change based on number of applicants). 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 (Selection Committee Chair)
Chinook North    chinooknorth.ac@wsu.edu     509-335-2506
Columbia         columbia.ac@wsu.edu          509-335-2286
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            509-333-8159
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 the AC Selection Committee Chair, Dyonte Law, at 509-335-2148 or chinooksouth.ac@wsu.edu.

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.

**Due to university payroll conflicts and job time demands, primary applicants cannot have Graduate Assistantships.**

Application Checklist:
- □ Verify eligibility (see the above requirements)
- □ References complete and returned (2 for Primary, 1 for Secondary candidate, if applicable)
- □ Application complete (both sides)
- □ 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 Thursday, January 16th, 2020 before 4:00 PM