

Secondary Single Student Apartment Coordinator Application

2021-2022 Academic Year

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 the Primary application. This application is for the Secondary applicant. **All applications that are not fully completed will not be considered.**

Please return this application to the Department of Housing Services, Streit-Perham Office Suite by **4:00 PM on Friday, January 22nd, 2021**. Late applications, including those that are mailed, will not be accepted if received after the deadline. **References must also be received no later than 4:00 PM on Friday, January 22nd, 2021**. If you have questions regarding the application process, please contact Anya Guadamuz at (509) 335-2286 or at: columbia.ac@wsu.edu

Secondary 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 **4:00 PM on Friday, January 22nd, 2021** will not be considered and result in an incomplete application. The primary applicant needs to have two references. References can be turned into Housing before applications are received. If you would like to personally make sure that we receive your references, please have your reference put the reference form into a sealed envelope. The reference should then sign the seal of the envelope to ensure its security. **Those references that are turned in by the applicant and do not have a signature on the seal of the envelope will not be considered.**

Please list individuals you have sent reference forms 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
_____	_____	_____
_____	_____	_____

These forms must be returned to Housing Services, Washington State University, AC Search Committee, Streit-Perham Office Suite, PO Box 641726, Pullman, WA 99164-1726 **by 4:00 PM on Friday, January 22nd, 2021** or **emailed to columbia.ac@wsu.edu**. 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. Apartment coordinators host regular programs (community events) meant to create new connections between members of their apartment complex. If chosen for the apartment coordinator position, please detail a program you would implement that would create new bonds between members of your community.
3. 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 the end of January.
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 and dress business casual.

IMPORTANT INFORMATION

The compensation for the 2021-2022 Apartment Coordinator position is:

- Provision of an apartment in University Housing (amount of furnishing differs from apartment to apartment).
- Waiving of monthly rent and basic utilities (phone, 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 on their first Thanksgiving and Winter break if needed.

Computer access:

In order to do the daily tasks of the position, the AC should own or have 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. (Due to university payroll conflicts and job time demands, primary applicants cannot have Graduate Assistantships.) 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.