MEMORANDUM

TO: Apartment Coordinator Candidates
FROM: Meg Autrey, Director, Department of Housing and Residence Life
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: https://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 December 30th, 2022, before 12:00 PM.

We are looking to hire for 1-2 Family/Graduate AC positions to begin work in January 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. 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
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

(Selection Committee Chair)

All full-time Washington State University students, or significant others 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, Emily Chukwu at (509) 335-2179 or valleycrest.ac@wsu.edu

Apartment Coordinator Family/Graduate 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 before applying.

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 Family/Graduate 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 Family/Graduate 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 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 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 Assistantship/Intern positions or be full-time employees of the university.

Application Checklist:

- Verify eligibility (see above requirements)
- References complete and returned (2 for primary applicant, 1 for secondary applicant, 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 December 30th, 2022 before 12:00 pm.