Attached are the following forms:
Welcome Letter
Position Description and Application Process
Information & Timeline
Application Requirements
Frequently Asked Questions (FAQs)
Welcome to Housing & Residence Life Selection Process!

Dear Applicant,

We are excited that you are considering applying for a student staff position within the office of Housing and Residence Life as we cannot wait to begin the selection process as we look to select a group of student leaders for our many residential areas on campus.

Please take the time to review the process, timeline and the job description for the Student Desk Assistant position. Applications for this position will be available **Tuesday, February 16, 2016**.

All Desk Assistant applications are due **Friday, March 11, 2016**.

Questions regarding the timeline, process, or the position can be directed to the Housing and Residence Life Office via Joyce Kling at jkling1@udayton.edu, the Department of Housing and Residence Life at (937) 229-1348 or by visiting the Office located at 210 Gosiger Hall.

Thank you for inquiring about this student leadership opportunity.

Sincerely,
The Department of Housing & Residence Life

**Selection Committee Members:**
- Joi Garrett Scales  
  Assistant Director, Housing Operations and Conference Services
- Nicholas Howell  
  Area Coordinator, Campus South
- Nicholas Jobe  
  Graduate Assistant, Guest and Conference Services
- Omar Memon  
  Graduate Assistant, IT/Web Specialist
Guest Check-in Attendant Job Description

The Guest Check-in Attendant will contribute to the mission of Housing & Residence Life and the University of Dayton by assisting with the safety & security of the residence halls. Accordingly, it is important for the Guest Check-in Attendant to understand and abide by the policies and procedures set forth in the Student Standards of Behavior. Key areas of responsibility will be safety & security, customer service, and guest check-in/check-out.

GCA shifts needing coverage throughout the academic year are as follows:
- Weekends (Thurs-Sun) – 9pm to 3am
- High-traffic holidays and other event hours may vary

*Most shifts are during the evening hours and on the weekends. Students are expected to work during most University holidays.

Minimum Qualifications
- Must have completed at least one (1) year of college by August 2016
- Must be in good standing with the University: disciplinary, financial, and academic
- Must be enrolled at the University of Dayton with a minimum of six (6) credit hours per semester as an undergraduate or three (3) credit hours per semester as a graduate student
- Must be available to work evening, weekend, overnight, and holiday shifts
- Must be able to attend August and January trainings

Preferred Qualifications
- Demonstrated and successful experience working with people from diverse backgrounds.
- Knowledge of and sensitivity to a Catholic Marianist work environment
- Familiarity with desk work

How to apply
1. Visit jobs.udayton.edu
2. Search keywords: “Guest Check-in Attendant”
   *** Please note, GCAs work in each area on campus with a residential desk. The areas are as follows:
   - Marycrest
   - VWK
   - Marianist
   - Founders
   - Stuart Complex
   - Campus South
   - Lawnview

You will be considered for all areas, so it is not necessary to search for separate applications for each area. If you are offered the position, you will be able to select area preferences, but you may still be asked to work in multiple areas throughout the academic year.

Information & Timeline

Timeline
- February 16th: Applications go live on jobs.udayton.edu
- February 18th: First information session in VWK Main, 5:00pm-7:00pm
- February 22nd: Second information session in VWK Main, 2:00pm-4:00pm
- March 11th: Application for Position Closes
- Mid-March: Interview invitations are emailed out with information on how to sign up for interviews
- Mid-/Late March: Guest Check-in Attendant Interviews will be held
- Early April: Offer letters sent via email
- April 13th: GCA acceptance due
Information Sessions
Each applicant may consider attending an information session as part of the application process. There are two Information Sessions to choose from.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, February 18</td>
<td>5:00pm-7:00pm</td>
<td>VWK Main</td>
</tr>
<tr>
<td>Monday, February 22</td>
<td>2:00pm-4:00pm</td>
<td>VWK Main</td>
</tr>
</tbody>
</table>

Application Deadline
The application deadline is Friday, March 11, 2016. All applications should be submitted electronically at jobs.udayton.edu.

Individual Interview
Each applicant will be interviewed by staff members from the Department of Housing & Residence Life. Applicant interviews will occur in mid-March. An email will be sent out to applicants (to student udayton.edu Gmail addresses) with directions on how to schedule this interview.

Job Offers
Guest Check-in Attendant Decision letters will be e-mailed at the beginning of April 2016.

Acceptance Notification
Students receiving an offer for a GCA position or Alternate status must submit a form (the link for this form will be included in the job offer letters) by April 13th, 2016.
**Purpose:** To help each GCA plan for department activities that require attendance. This calendar also serves as notification of busy times of the year (i.e. check-in and check-out) that may require additional time commitments.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Commitment Affects</th>
<th>What</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, August 12, 2016</td>
<td>After 3:00pm</td>
<td>All GCAs</td>
<td>Begin move-in to assignments</td>
</tr>
<tr>
<td>Sunday, August 14, 2014</td>
<td>6:00pm</td>
<td>All GCAs</td>
<td>Must be moved into assignment</td>
</tr>
<tr>
<td>Monday, August 15, 2016</td>
<td>All Day</td>
<td>All Desk Assistants, GCAs, RAs and Fellows</td>
<td>Undergraduate Leadership Institute (ULI) &amp; Desk Prep*</td>
</tr>
<tr>
<td>Friday, August 19, 2016</td>
<td>6:00pm</td>
<td>All GCAs</td>
<td>Undergraduate Leadership Institute (ULI) &amp; Desk Prep*</td>
</tr>
<tr>
<td>Saturday, August 20-21, 2016</td>
<td>All Day</td>
<td>Campus</td>
<td>Move-in Weekend</td>
</tr>
<tr>
<td>Wednesday, August 24, 2016</td>
<td>8:00am</td>
<td>Campus</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>Thursday, October 27-Monday, October 31, 2016</td>
<td>All Day</td>
<td>All GCAs</td>
<td>Halloween Weekend</td>
</tr>
<tr>
<td>Friday, December 16-18, 2016</td>
<td>6:00pm; 12:00pm</td>
<td>All Halls</td>
<td>Closing</td>
</tr>
<tr>
<td>Sunday, January 8, 2017</td>
<td>8:00am</td>
<td>Select Halls</td>
<td>Early Arrival; Desks re-open</td>
</tr>
<tr>
<td>Tuesday, January 10, 2017</td>
<td>6:00pm</td>
<td>All GCAs</td>
<td>Return from break</td>
</tr>
<tr>
<td>Wednesday, January 11-13, 2017</td>
<td>All Day</td>
<td>All Desk Assistants, GCAs, RAs and Fellows</td>
<td>Winter Rejuvenation Training &amp; Desk Prep*</td>
</tr>
<tr>
<td>Sunday, January 15, 2017</td>
<td>8:00am</td>
<td>All GCAs</td>
<td>Closing</td>
</tr>
<tr>
<td>Tuesday, January 17, 2017</td>
<td>8:00am</td>
<td>Campus</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>Thursday, March 16-22, 2017</td>
<td>All Day</td>
<td>All GCAs</td>
<td>Saint Patrick’s Day Weekend</td>
</tr>
<tr>
<td>Friday, May 1; Monday, May 6, 2015</td>
<td>6:00pm; 12:00pm</td>
<td>All Halls</td>
<td>Closing</td>
</tr>
</tbody>
</table>

*Attendance at all trainings is required.

**Guest Check-in Attendants will be required to attend monthly staff meetings on a day and time agreed upon by the staff designated by the Area Coordinator.

**Holidays and Special Dates that Guest Check-in Attendants may be required to work:**
- **September 1-September 4, 2016:** Labor Day Weekend
- **October 27-October 31, 2016:** Halloween Weekend
- **March 16-March 19, 2016:** Saint Patrick’s Day Weekend
Benefits of Working as a Guest Check-in Attendant

- Opportunity to interact with peers, parents, and professional staff members
- Professional Development opportunities only available to Housing and Residence Life staff
- Benefits of early arrival during summer and winter return
- Invitation to HRL opening and end-of-year banquets
- Invitation to HRL winter celebration party

Skills and Qualities important to the Guest Check-in Attendant Position

- Strong customer service
- Timeliness and dependability
- Friendliness
- Willingness to help others
- Ability to think on the spot
- Ability to utilize resources
- Ability to address potential conflicts or policy infractions
- Critical thinking skills
- Tech savvy

Responsibilities, Tasks and Opportunities Typical of a Guest Check-in Attendant (not exhaustive)

- Monitoring incoming traffic to the residential wings of the residence hall.
- Utilizing Building Verification Software and StarRez to verify resident status for access into residential wings of the residence hall during restricted hours.
- Maintaining confidentiality of student and guest information.
- Calling the Desk Assistant, Resident Assistant, and/or Public Safety staff for assistance if there is a disturbance at the entrance to the residential wings of the residence hall.
- Completing exterior building rounds twice per shift and un-propping doors.
- Submitting work orders for broken/inoperative door locks/latches, card access points, ground-level window screens, lights, and/or any other utilities that affect the safety and security of the residence hall.
- Tracking and documenting information appropriately.
- Greet guests and residents with a pleasant demeanor.
- Respond to FAQs and direct accordingly.
- Restrict access by non-residents while maintaining the respect and integrity of the position and the Department.
- Utilize StarRez to check guests in (and out).
- Collaborate with Operations Assistant and Desk Assistant staff to provide guest receipts.
- Perform other duties as assigned.