

Family/Grad Primary Apartment Coordinator Application

2022 – 2023 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 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 return this application by email to valleycrest.ac@wsu.edu or to WSU Housing Services, Streit-Perham Office Suite by **12:00 PM on December 30th, 2022**. Late applications, **including those that are mailed**, will not be accepted if not received by this time. **References must also be received no later than 12:00 PM on December 30th, 2022.** If you have questions regarding the application process, contact AC Selection Chair, Emily Chukwu at (509) 330-2179 or valleycrest.ac@wsu.edu.

Primary Apartment Coordinator Personal Information

Name: _____ Current Address: _____
WSU ID #: _____ City: _____ State: _____ Zip: _____
Spouse/Partner Name: _____ Telephone No. _____
WSU ID#: _____ Email Address: _____

Position Applying For

Family/Graduate Housing is comprised of graduate students, married couples, or couples with children and/or other family members. 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/partner 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.) All primary applicants must be eligible to work in the United States.

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 on **December 30th by noon 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 by email to valleycrest.ac@wsu.edu or to Housing Services, Washington State University, AC Search Committee, Streit-Perham Office Suite, PO Box 641726, Pullman, WA 99164-1726 **by 12:00 PM on December 30th, 2022**. We will need to conduct a grade check to verify your GPA if you are a student. Student 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 respond, as a couple, to the following on your own paper and place your name at the top of **each** page, and staple all pages to this application.

1. What interests you in the apartment coordinator position?
2. Have you ever lived in University Housing or any other apartment arrangement? What experiences have you had in a community living environment?
3. 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.
4. Tell what your goals are for the Apartment Coordinator position and how you would work to achieve your goals in this position.
5. University Housing is a special community with varying family and single structures and a large international student population. What experience have you had in working with diverse communities? How do you create a community among people of diverse backgrounds, values, lifestyles, and cultures?

INTERVIEW AND APPLICATION INFORMATION

- All applications will be rated on a point or grade scale.
- Those applicants that are offered an interview will be required to bring their spouse/partner/fiancé, if applicable.
- Applicants that are offered an interview are expected to arrive on time to their interview and dress business casual.
- No children are allowed at interviews.

IMPORTANT INFORMATION

The compensation for the 2022-2023 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 (phone, TV, 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, graduate assistantships, etc. All new hires must attend Back to School fall BBQs, fall training, and be available to cover other complexes over 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 the AC Teams site.

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.

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