



April 24, 2008

Dear Community Assistant Applicant:

Greetings from the Department of Residence Life and Housing! Thank you for your interest in applying to be a Community Assistant. This packet includes important information to help you make a more informed decision about applying for a Community Assistant Position. Also, included is a list of all forms that you will need to fill out, complete, sign and either fax, mail or drop off to Ritchie Residence Hall.

Community Assistants serve as a representative of The University of Akron and of the residence hall system. Each service desk serves a valuable purpose in the operation of the residence halls. Service Desks are 24/7 operations while the halls are open. This means that there are evening, late night and weekend hours/shifts to be filled. Community Assistants are an invaluable necessity in being available to assist students, staff and visitors. In addition, there are several important services which are provided by Community Assistants to students through the service desks, such as security management, guest sign-in, distribution of computer access cards/keys and distribution of equipment. The Department of Residence Life and Housing manages ten such service desks throughout our residence halls.

Community Assistants are expected to work between 10-16 hours a week, as available shifts permit. The Department of Residence Life and Housing hires a centralized Community Assistant staff and does centralized scheduling. This means that the 10-16 hours a week that Community Assistants are required to work is likely to occur at multiple desks.

Community Assistants are required to be enrolled in 12 credits and maintain a 2.0 cumulative and semester grade point average. Current University of Akron students are eligible. All communication to applicants is done via e-mail. This includes notification of hire days and directions on how to schedule an interview to confirmation and location of interview.

Timeline/Important Dates:

March 30th – Current Student Application/Process

Community Assistant applications available for Current University of Akron students via the Residence Life website: www.uakron.edu/reslife - click under Leadership and Employment Opportunities.

Please be sure to complete all three pages of the application. Applications **must be typed** (will not be accepted if handwritten) and **cannot be submitted electronically** due to signatures being required on pages one and three.

May – August –

An e-mail will be sent to all applicants regarding receipt of application as well as information regarding hiring days and how to schedule an interview.

Thank you for your interest! If you have further questions, please contact the Department of Residence Life and Housing at 330 972 7800.

Please submit completed application to:
The University of Akron
Department of Residence Life and Housing
ATT: Community Assistant Application
Ritchie Hall 103
Akron, OH 44325 – 1301
Phone (330) 972 – 7800 * Fax: (330) 972 – 5662 * Web Address: www.uakron.edu/reslife