



New Paltz
STATE UNIVERSITY OF NEW YORK

Student Activities & Union Services

Student Union Building, Room 211

845-257-3025

Student Activities Manager Application Packet

2012-2013 Academic Year Positions

Contained in the Application Packet:

1. The Student Activities Manager Position Description and Qualifications Requirements
2. Information about the Application Process
3. The Student Activities Manager Application
4. Two (2) Recommendation Forms

Minimum Qualifications:

- Be a full-time, matriculated undergraduate student at SUNY New Paltz
- Sophomore status (30 credits) or higher at start of the position (Fall 2012)
- Have at least a 2.75 cumulative GPA
- Be in good disciplinary standing with the Division of Student Affairs
- Live on campus for the duration of employment (full academic year)
- Previous leadership and/or co-curricular involvement at New Paltz

Preferred Qualifications:

- Previous Managerial and Supervisory Experience
- Audio/Visual Technology Equipment Experience
- Customer Service/Communication Skills
- Ability to work well with a diverse public
- Ability to work in a fast-paced environment and handle frequent interruptions and/or task changes

Application Timeline

Wednesday, February 1, 2012

Applications available for 2012-2013 Student Activities Manager positions.

Online at www.newpaltz.edu/sub and at the Office of Student Activities & Union Services (SU211).

Wednesday, March 28, 2012

Application, resume, and two (2) Recommendation Forms due to SU 211 by 5pm.

*Please note that it is the Candidate's responsibility to ensure the Recommendation Forms are returned by this date and time. Candidates will sign up for an interview time when turning in application. **Candidates who do not meet the minimum qualifications, and/or those who do not have complete application packages will be notified of their ineligibility to continue in the selection process via New Paltz email by Thursday, March 29 at 5pm.***

Friday, March 30 – Thursday, April 5, 2012

First Round Interviews.

Wednesday, April 11, 2012

Candidates notified via New Paltz e-mail by 5pm whether or not they are invited to continue in the SAM Application Process.

Monday, April 16 – Tuesday, April 17, 2012

Second Round Interviews for Invited Candidates.

Friday, April 20, 2012

Invited Candidates will be notified of decisions by New Paltz e-mail by 5pm; candidates who are offered positions will receive instructions for acceptance.

Hired Student Activities Managers and Alternates for 2012-2013 will attend one staff meeting, one individual meeting, 3 hours of shadowing a current SAM, and assist with one SAUS Program/Event before the end of the Spring 2012 semester (all to be scheduled based on availability).

Please contact Emily Spilman (x3025 or saus@newpaltz.edu), Assistant Director of Student Activities & Union Services with questions concerning the Student Activities Manager Application and Selection Process.

Conditions of Employment – Student Activities Manager

Student Activities Managers (SAMs) are representatives of the Division of Student Affairs through the Office of Student Activities and Union Services (SAUS). As such, they are representatives of SUNY New Paltz and expected to act accordingly at all times. The Student Activities Manager is expected to strive to accomplish the primary objectives of the Office of Student Activities and Union Services. To do so requires energy, good self-discipline, the ability to observe keenly and accurately, effective utilization of a broad spectrum of resources, knowledge to assist in performance on the job, and the ability to establish a good rapport with the students and other patrons of the Student Union (SU). All responsibilities of the Student Activities Managers incorporate student personnel services and Student Union operations, and are carried out under the supervision and support of the Office of Student Activities and Union Services professional staff.

SAM Responsibilities (Projected for Fall 2012 - Spring 2013 Academic Year)

- Serve as the overseeing Manager of the Student Union during evening and weekend hours
- Return one to two weeks prior to first day of classes each semester for SAM Training (date announced before last day of classes in May for fall); must participate in all scheduled workshops, events, and staff development activities
- Hold regularly scheduled duty hours each week (6-8 hours per week):
 - Field questions of all sorts (from students, faculty, staff, and prospective students and their parents) over the phone, via email and in person regarding event information, facilities use, and campus-wide directory information
 - Perform complete rounds of the Student Union, and accurately record status in the Duty Log
 - Monitor events/meetings taking place in the Student Union
 - Accommodate AV/Tech Equipment requests as directed by SAUS; trouble-shoot any issues with equipment
 - Respond to last minute requests from customers regarding events
 - Disseminate other campus information throughout Student Union
 - Make sure building is empty and secure by turning off all lights and locking all exterior doors on closing shifts
- Assist with supervision and training of SAUS student employees in several areas, including:
 - Participate in SAM selection process, including interviews, advertisement, and promotion
 - Attend and help facilitate SAUS Student Worker Training sessions
 - Appropriately supervise, confront, report, and document concerns about SAUS Student Worker job performance
- Act as liaison with one or more Residence Hall staffs, by promoting events in the residence halls
- Support all Student Activities programs and communities (Fraternities & Sororities, Emerging Leaders, Off-Campus Student Union, Commuter Assistants, etc.)
- Complete all aspects of an assigned Special Project Area throughout the semester, and regularly report progress to staff and supervisor
- Attend weekly/bi-weekly individual meetings with immediate supervisor to discuss job-related concerns and performance. Participate in a semesterly job evaluation with immediate supervisor
- Attend weekly all staff meetings on-time, prepared, and ready to contribute
- Attend annual Open House, Accepted Students Day, and various departmental events as needed
- Maintain a professional relationship with various campus departments and building patrons
- Participate in the SAM Weekend Duty rotation; when on duty for the weekend:
 - Open Student Union at 9 a.m. (or earlier based on event needs) on Saturdays and Sundays
 - Secure and lock Student Union at 12am (or later, based on event needs) on Fridays and Saturdays
 - Maintain contact with Professional Staff on duty as needed throughout the weekend
- Hold and maintain appropriate SU keys and account for their location at all times. Keys are issued at start of the semester of employment and must be returned immediately upon completion/termination. Keys are to only be used for SAM duties. Loss of keys must be reported to the Office of Student Activities within 24 hours, and the SAM will be billed for all costs associated from resulting lock changes and new keys
- Complete Information Reports regarding situations in SU as needed
- Complete Weekly Reports on a regular basis
- Maintain confidentiality regarding customer/student staff/advisee information
- Act as a representative of the Office of Student Activities & Union Services, the Division of Student Affairs, and SUNY New Paltz at all times
- Other duties as assigned

Term of Contract

- These Conditions of Employment are effective beginning 8/13/12 and ending 5/19/13. The term is for one academic year; a SAM may not apply for other jobs/internships/student leadership positions that would interfere with the ability to do this job during the term of employment.
- Compensation is a single room rent waiver in a regular double-occupancy room on campus and hourly pay for weekend duty coverage.
- Pending a satisfactory job evaluation and approval from the Assistant Director, a SAM is able to apply for re-employment for the following academic year.
- Any violation of campus, local, state, or federal law will result in immediate termination of employment and billing for room rent.
- As representatives of the Division of Student Affairs, SAMs are to uphold this in all personal and electronic interactions. Failure to adhere to these expectations may result in the removal from the position.
- Please note that any violation of these Conditions of Employment may result in termination of employment.



2012-2013 Student Activities Manager Application

APPLICATION AND RECOMMENDATION FORMS DEADLINE:
WEDNESDAY, MARCH 28, 2012 AT 5:00PM

Please submit your application to the Office of Student Activities and Union Services (SU 211) during business hours.

Please print the following information clearly:

Biographical Information:

Full Name: _____

Student ID Number: N _____ Date of Birth: _____

Phone: _____ Local Address: _____

Permanent Address: _____
Street Address

City, State, Zip

Fall 2012 Status: FR SO JR SR Anticipated Graduation: _____
(Month, Year)

Major: _____

Summer SAMs work 15-20 hours per week (Monday-Friday only) for the Office of Student Activities and Union Services. Compensation is free on-campus room and board for the summer. Summer SAMs are able to take classes and additional employment, depending on scheduling needs. The terms of contract are Monday, May 21 – Friday, August 17, 2012.

Would you be interested in working as a 2012 Summer SAM? Y N

Recommendations:

Please give the two Recommendation Forms to individuals who would be able to best comment on your abilities as a potential Student Activities Manager. It is strongly encouraged that these forms be filled out by New Paltz faculty or staff members. Please note that current Student Activities Staff, family, friends, and New Paltz students (including SAMs, CDAs, RAs, RMs, OLs, PMs, etc.) are not eligible fill out these forms.

These forms are due back to the Office of Student Activities & Union Services (SU 211) by Wednesday, March 28, 2012. Please make sure that your references return these forms by the due date, otherwise your application will be incomplete.

Please list the two individuals who will be completing your recommendation forms.

	Name	Title	Relationship to Candidate
1.			
2.			

Fall 2012 Activities

Please indicate any/all employment, leadership, or extracurricular activities in which you plan to participate during the upcoming semester.

Activity _____ Approximate Time Commitment Per Week

Current Resume

Please submit a current resume with this application. Please make sure to include student leadership experience, previous/current co-curricular involvement, and work experience.

Written Responses

On a separate sheet of paper, please type your responses to the following questions (no more than one page per question).

1. Please describe one previous leadership and/or co-curricular experience at New Paltz that you feel has best prepared you to be a SAM.
2. What one specific skill do you foresee gaining through the SAM position, and how would this skill benefit your future career?

Co-Curricular Transcript

For current Sophomores: Do you have a Co-Curricular Transcript? Y N

If yes, please attach an unofficial copy to your application.

Interested in learning more about the Co-Curricular Transcript? Visit

By signing this application, I give my permission for The Office of Student Activities & Union Services to access my grade records and disciplinary record status.

I hereby affirm and declare that all information provided on this application is true and accurate.

Signature: _____

Date: _____



**2012-2013 Student Activities Manager Application
Recommendation Form**

Part I – To be completed by Applicant

Applicant’s Name: _____

Reference’s Name: _____

Under the provision of the Family Education Rights and Privacy Act:

___ *I have retained my right of access to this reference.*

___ *I have waived my right of access to this reference.*

Part II – To be completed by Reference

Student Activities Managers (SAMs) at SUNY New Paltz work with the Office of Student Activities & Union Services to manage all aspects of the Student Union during evening and weekend hours, assist students and faculty/staff with event/program logistics, and maintain relationships with various campus departments and student organizations to help communicate Student Activities information. Please visit www.newpaltz.edu/sub for more information about our office.

Thank you for filling out this Reference Form for this student’s Student Activities Manager Application. Please comment regarding the Applicant’s various skills including leadership, communication, maturity, and ability to work with others.

Affiliation with Applicant: _____

Length of Affiliation: _____

Considering your affiliation with the Applicant, please rate his/her skills and abilities using the scale below. Circle the appropriate response. Please use the adjacent lines for additional or clarifying comments, if necessary.

	No Basis to Assess	Poor	Adequate	Good	Excellent	Additional Comments
Time Management	NB	1	2	3	4	_____
Leadership	NB	1	2	3	4	_____
Adaptability	NB	1	2	3	4	_____
Teamwork	NB	1	2	3	4	_____
Assertiveness	NB	1	2	3	4	_____
Emotional Stability	NB	1	2	3	4	_____
Communication Skills	NB	1	2	3	4	_____
Problem Solving Skills	NB	1	2	3	4	_____

(Continued on back)

	No Basis to Assess	Poor	Adequate	Good	Excellent	Additional Comments
Professionalism	NB	1	2	3	4	_____
Maturity	NB	1	2	3	4	_____
Positive Attitude	NB	1	2	3	4	_____
Reliability	NB	1	2	3	4	_____

Please summarize the Applicant's strengths:

Please indicate any/all areas of concern:

Overall Rating of Applicant for Student Activities Manager position (check one):

___ Highly Recommend ___ Recommend ___ Recommend with Reservations ___ Do Not Recommend

Reason for this Rating: _____

Signature: _____ **Date:** _____

Department and Title: _____

Phone: _____ **Email:** _____

THANK YOU for your comments! Feel free to include any supplemental information about the applicant on separate pages.

Please return this Recommendation Form one of three ways:

1. To the Applicant in a sealed envelope with your signature across the seal.
2. By campus mail or delivery to Emily Spilman, Student Activities and Union Services, SU 211(preferred method).
3. By fax to 845-257-3695 attn: Emily Spilman

PLEASE NOTE that Recommendation Forms are due by Wednesday, March 28, 2012.

Recommendation Forms that are not submitted by this time will impact the applicant's eligibility.



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(Continued on back)

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Professionalism	NB	1	2	3	4	_____
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Signature: _____ **Date:** _____

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