



## **Department of Housing & Residence Life**

### *Frequently Asked Questions (FAQs)*

**1. Why are there Information Sessions? When are they held?**

Information Sessions are being implemented, in order for applicants to comprehend what the SSM job responsibilities and expectations are when they apply. And, to provide an opportunity to ask questions of individuals in person.

Those seeking to apply are mandated to attend one information session. Individuals will need to bring their buzzcard to the Information Session. Information Session times are posted on the posted on the website.

**2. What is the Staff Selection Individual Interviews?**

Individuals who have completed the SSM application, passed fall 2016 grade checks, and student conduct checks will be invited to attend staff selection individual interview. For the Formal Individual Interview, individuals will have the opportunity to answer questions and provide residence life with quality information about themselves as an individual.

**3. Are first year students eligible to apply for a Student Staff Member position?**

Undergraduate students must have completed at least one (1) year of college by start date. The application process, however begins during fall semester, the first semester for most first year students; so, first year students can begin the application process during their first semester. They just will not be able to become a SSM until the following fall semester or until they have completed at least one (1) year.

**4. I would like to become a SSM. However, I have several expenses that I would not be able to cover with just a stipend from the SSM job. Is there any way exceptions can be made for first semester SSMs to hold a job? Even campus jobs?**

Though this situation is understandable, first semester SSMs are not allowed to participate in other co-curricular activities that may conflict with the time needed to be available and accessible to residents. Other time commitments (i.e., jobs, internships, Co-Ops, Greek organizations, athletics/intramural, student organizations, etc.) must be discussed with and approved by his/her supervisor.

This requirement is in place to assure that SSMs are able to balance their school work with the heightened responsibilities of the position. SSMs do work very hard and their hours are not always convenient, so this first semester is seen as an adjustment period. After a SSM has demonstrated the ability to prioritize responsibilities and balance academics with the SSM position and outside interests, her/his Hall Director may give approval for the SSM to take on a maximum of 10 hours of outside work.

**5. I've been a commuter student for two years. Can I still try and become a SSM even if I have not lived in the residence halls?**

Students do not need to live in the residence halls or have previous residential experience at the time of application.

**6. Can an SSM be married and have his or her spouse live with him or her in the residence hall?**

Married students would not be able to have their spouses live in the residence halls with them.

**7. Are the benefit amounts shown per semester or for the whole year? And what happens if SSMs are assigned roommates?**

Compensation is shown per semester. SSMs generally receive compensation for whatever room they occupy during their time as a SSM. (see Peer Leader or Resident Advisor Job Description document for more information). SSM roommates would not affect their room compensation.

**8. How many hours does a SSM work each week?**

There is no set number of hours a SSM works any given week. Each week, SSMs must have 20 office hours in their room/on their floor, where they make themselves available to their residents. They also have a staff meeting and a meeting with the Hall Director once a week. Depending on the size of the staff, SSMs can expect to be on duty about once every 10 to 20 days, which lasts from 8p-8a the next morning. They will also have weekend duty several times a semester, which typically lasts from 8pm Friday through 8pm Sunday.

Though they are not always actively working during these times, SSMs must be in their rooms, prepared to respond to incidents and be available to residents. Other SSM requirements (programming, community building, Hall Council, training, etc.) vary from week to week and require as much time as needed to be completed effectively. SSMs are strongly encouraged to spend more than just their office hours on their floor though, because visibility among residents and frequent interaction is important in developing good community.

**9. What happens if I am hired as a SSM in a residence hall where I do not want to work?**

SSM candidates have an opportunity to express their interests in different communities across campus during the application process. This, however, is not a guarantee that they will be placed in their communities. If a candidate turns down a position after they have been placed, they forfeit their position as a SSM and will need to reapply to be considered.

**10. Can current SSM serve as a reference?**

Yes, current SSMs can serve as a reference and one is required if an applicant currently lives in GT Housing. Off campus students will have to submit two (2) Non-Student Staff recommendations.