COMMUNALLY ASKED QUESTIONS

Why does the Office of Housing Administration (OHA) hire so many people in the summer?
The summer is a busy time for OHA. SDSU Conference Housing Services provides housing and other services to about 60 conference groups, which vary in size from fewer than 10 people to several thousand. Staff members are needed to provide all types of support services to students and guests.

How many positions are available?
There are approximately 30 positions available for summer 2016. About 25 of these positions are desk assistants.

In which residence halls would I be working?
Almost all of our residence halls are used during summer. The halls are occupied by conference groups that arrive and depart continuously throughout the summer. Groups stay for different lengths of time—some stay only a few days, some stay for up to 6 weeks.

What kind of training is required?
All employees attend mandatory training sessions immediately after the spring semester ends (May 25-May 27). Various short training sessions throughout the summer are also required for all of the positions. Please see the job descriptions for specific training dates. You must be available for all training sessions in order to be hired.

I've applied to be a Resident Advisor. Does this affect my chances for being hired?
Our summer programs continue past the start date for training of academic-year resident advisors. Because of this conflict, we are careful to hire only a certain number of people who might be selected as academic-year RAs. Consequently, candidates who have applied to be academic-year Resident Advisors usually do not receive the same consideration as a candidate who is available for the entire summer. This is also true for other conflicting positions (RHA and Ambassadors). If you are planning to be an RA/CA for 2016-17 please do not let this discourage you from applying. All candidates who are going to be RAs/CAs for 2016-17 will be considered.

I'm graduating and won't be attending SDSU in the Fall 2016 semester. Can I still be hired?
We are currently able to employ students who will not be attending SDSU in the upcoming semester, as long as you are graduating in May 2016.

Why do you verify my grade point average?
SDSU conducts an academic disqualification process immediately after grades are submitted for each semester. Students who are academically disqualified by the university become immediately ineligible for student employment. Because of this policy, we look very carefully at the grades of all candidates. We do not want to risk hiring a student who may have to leave the job in early June. Any student who is at risk for disqualification will be removed from our application pool.

I need to take a class. Can I still work during the summer?
The Summer Staff Liaison, Operations Coordinator and Desk Assistants are the employees that are permitted to take a summer class. Employees enrolled in a summer school course are also limited to a maximum of twenty hours a week while taking classes. (The supervisor must approve class schedules in advance.)

How can I increase my chances of being selected for an interview?
We are usually able to interview only about half of the people who submit applications. Our screening process examines several qualifications, including: knowledge of the campus and the residence halls; work experience (especially experience working with the public); leadership experience; organizational experience; ability to work with others; enthusiasm; and availability to work the entire summer. If you are called for an interview, please be ready to give details about these qualifications.

A large number of highly qualified applicants will not be hired because of limited staff positions and/or they are not available to work the entire summer (most are Fall Resident Advisor candidates or Ambassadors). Adherence to job start and end dates is an absolute requirement for 95% of our positions. Please make sure we have the most up-to-date information about your summer availability, because it is a major factor during our selection process.