

## **Student Union Manager Selection Process: FAQs**

**Q: What is the compensation for Student Union Managers?**

A: *Student Union Managers live on campus for free for the duration of their employment (you still have to pay for a meal plan, though). Additionally, they are paid hourly for each Weekend Duty shift, and there are additional paid opportunities throughout the year.*

**Q: What if I currently live off campus? Can I still apply?**

A: *YES! The compensation for Student Union Managers is an on-campus room, meaning if you are hired, you will live on campus for your term of employment.*

**Q: I plan on Studying Abroad in the spring. Can I still be a Student Union Manager next year?**

A: *Due to the nature of the position and training needed for our staff, our Student Union Manager positions are for the full academic year (fall and spring semesters).*

**Q: Can I have another job in addition to the Student Union Manager position?**

A: *Many of our managers have additional employment. We just require that it doesn't interfere with your Student Union Manager responsibilities/scheduling, and that you discuss it with us first.*

**Q: What hours do Student Union Managers work?**

A: *Managers work 8 Duty Hours per week (Sunday-Thursday, during mornings, late afternoon, and evening hours). Duty Hours are set by the Student Union Manager staff, and each Manager works the same shifts for the entire semester (i.e. Tuesdays from 5pm-8pm or Wednesdays from 9pm-1am). Managers also have a rotating shift for Weekend Duty (Fridays and Saturdays); Weekend Duty is 11 hours per Manager per weekend and Managers are typically on Weekend Duty four times per semester. Additionally, Student Union Managers work approximately 25 hours of Tech Coverage (assisting with technological support for events/programs in the Student Union); these are scheduled as needed throughout the semester. The schedule is flexible to accommodate classes and commitments, but does require extensive evening and weekend availability.*

**Q: It says that the Recommendation Forms should be filled out by New Paltz Faculty or Staff. What if I would rather get a recommendation from someone else?**

A: *It is strongly encouraged (and preferred) that your recommendations come from New Paltz faculty/staff. However, you may get them from other sources who know you in a professional capacity.*

**Q: Can I ask a member of the Center for Student Engagement professional staff to fill out one of my recommendation forms?**

A: *You can ask, but thanks for understanding that he/she will decline. All members of the CSE professional staff team are involved in the interviewing and hiring decisions, so we require you receive recommendations from someone else.*

**Q: I thought this position was called Student Activities Manager, not Student Union Manager?**

A: *"Student Union Manager" is a more accurate descriptor of the position requirements. For that reason, combined with the Office of Student Activities and Union Service's transition in Summer 2020 to becoming part of the Center for Student Engagement, it just felt like a good time to change the name of the position.*