Department of Residential Education

Summer Housing Assistant
Job Description 2014

I. Minimum Qualifications

- Residential CSC student for both the 2014 and 2015 academic years, or 2014 graduate;
- Experience on the Residential Education staff strongly preferred.
- Be available to work from Sunday, May 11 through Wednesday, August 27.

II. Major Responsibilities

1. Work with the Office of Residential Education to implement the following administrative tasks:
   - Check-in and check-out for students in temporary and summer housing;
   - Complete and maintain room condition reports for all residents;
   - Distribute and collect keys in accordance with established protocol;
   - Assist the Office of Residential Education for five hours per week (on non-duty weeks);
   - Submit work orders for Facilities or Housekeeping to the Office of Residential Education staff.

2. Duty
   - Each SHA will take a weekly shift, Friday to Thursday.
   - During duty, SHA will be responsible for:
     - Carrying the ResEd cell phone;
     - Responding to student issues;
     - Assisting Campus Safety as needed;
     - Contacting ResEd staff as needed;
     - Other duties as assigned.

3. Community Building
   - Facilitate a meeting at the beginning of the summer, explaining the expectations for the maintenance of community standards; Post these expectations prominently in the hall and share with additional residents throughout the summer;
   - Address issues (such as cleanliness in the kitchen) promptly;
   - Report violations of the community standards to Campus Safety and to the office of Residential Education;
   - Work with residents to register overnight guests and forward paperwork to Campus Safety
   - Complete two social programs per month;
   - Create one bulletin board per month;
   - Be visible and available in the hall.

4. Liaison
   - Assist in interviewing candidates for any Residential Education/Student Development Positions.
   - Convene student groups to give feedback and/or solicit feedback from individuals regarding decisions/ideas being considered by Student Development staff
   - Communicate regularly with the Assistant Director of Residential Education about concerns regarding the facility or the well-being of summer residents, and assist in addressing those concerns.

5. The Summer Housing Assistant must notify the Assistant Director of any extended time away from campus so that arrangements can be made to meet the needs of residents while the SHA is away.
   - SHAs will be able to work with the Area Coordinator to schedule time away when they are not on duty.

III. Compensation

The Summer Housing Assistant will be provided with single residency status in the hall they are assigned to free of charge for the summer housing period.