SUMMER HOUSING ASSISTANT POSITION DESCRIPTION

**Job Title:** Summer Housing Assistant (SHA) – Housing and Residence Life (HRL)

**Reports To:** Area Director (AD)

**Supervises:** N/A

**Contract Date Range:** Monday, May 14th, 2018 to Tuesday, September 4th, 2018 (First Day of Classes)

***On Friday, August 10th, 2018 staff members living on campus during the Fall 2018 semester will move into the assigned on campus room if the space available. Staff who do not live on campus during the Fall 2018 semester will need to move off campus. However, all staff are required to work until Tuesday, September 4th, 2018, which is the first day of classes)***

**BASIC FUNCTION**

The Summer Housing Assistant (SHA) position is a live-in position responsible for assisting Housing and Residence Life with the preparation and delivery of conference accommodation services. The SHA position is a part-time, student leadership opportunity. The duties consist of, but are not limited to: serving office hours, planning events review and prepare office keys, participating in an on-call duty rotation, check-in and check-out process for conference groups, and customer service relations.

**MINIMUM QUALIFICATIONS**

A. Personal qualities of maturity, self-reliance, motivation, initiative, responsibility, self-esteem and integrity.
B. Strong interpersonal skills.
C. Leadership potential.
D. Good conduct standing with the University and the Office of Housing & Residence Life (no current disciplinary probation or outstanding judicial fines).
E. Have and maintain a minimum of 2.25 Cumulative/Semester GPA at the undergraduate level and 3.0 at the graduate level.
F. Be at least of sophomore standing at the time the agreement becomes effective.
G. Must have personal cell phone for contact in case of emergency.
H. No prior housing/on-campus living experience required; however it is preferred.

**DUTIES AND RESPONSIBILITIES**

A. **Conference Duties**
   1. Support professional staff during check-in and check-out process of conference guests.
   2. Assist in the preparation for summer conferences by making key packets, name tags, and room checks for conference groups.
   3. Aid in conference clean-up with doing walkthroughs and returning keys to proper locations.
   4. Assist conference guests by providing information about campus and the community.
   5. Serve as a point of contact to conference participants and provide assistance as needed.

B. **Training**
   1. Staff are expected to attend all training sessions and events on Sunday, April 29th, Monday, May 14th and Tuesday, May 15th.
   2. Complete Online Working with Minor’s and Sexual Harassment workshops.

C. **Duty Responsibilities**
   1. Know, communicate, enforce, and abide by the existing University and Residence Hall policies and procedures.
   2. Participate in an on-duty rotational coverage during scheduled evenings, weekends, breaks, and holidays.
   3. Carry the duty radio while on-call.
   4. Complete a walk-through of the entire Residence Hall while on call and report issues.
   5. Stay over-night in your assigned living space while on-call.
   6. Complete a duty log and send to HRL professional staff by 8:30am the following morning.
7. Hold office hours from 7-11 PM while serving on-duty.
8. Submit online incident reports to document any situation that occurs.

D. Committee Responsibilities:
1. Complete assigned team projects as outlined by your summer committee.
2. Examples of committees are (but not limited to): event planning, RA Selection, RA training, etc.

E. Office Responsibilities
1. Perform key audits after each conference groups checks out.
2. Staff must be available at least 2 weekdays a week to cover the office.
3. Escort outside vendors through various residence halls.
4. Provide customer service to students, staff, and various personnel through in person communication or telephone communication.
5. Be knowledgeable of HRL resources, policies and procedures.
6. Complete other duties as assigned.
7. Attend regular staff meetings and one-on-one meetings.

TERMS OF AGREEMENT

A. Compensation
1. Cost of assigned room in the Residence Halls, including free internet, cable, and furnishings for the duration of employment.
3. Training and valuable work experience.
4. Allocation of Raider Dollars per semester.

B. Time Away
1. SHAs nights away from campus during the summer must be prearranged and approved by a supervisor.
2. A night away consists of an SHA not being present in their assigned residence hall between 12:00 AM and 7:00 AM Sunday through Wednesday or between 1:00 AM and 7:00AM Thursday through Saturday.
3. Additional restrictions may be necessary for holiday/special event weekends during the summer.

C. Termination of Agreement
1. If a supervisor is concerned about an SHA not fulfilling their responsibilities and/or meeting the guidelines of the position description, they shall consult the Assistant Dean & Director of Residence Life regarding possible termination of the staff member.
2. The supervisor will call a one-on-one meeting to discuss the SHA’s performance.
3. At this time, the SHA will be given an opportunity to discuss the concern(s).
4. The supervisor will then follow-up providing a written summary of this one-on-one meeting to both the SHA and Assistant Dean & Director of Residence Life.
5. If appropriate, action may be taken, which may include but is not limited to:
   - A written warning in the staff member’s file;
   - SHA being placed on SHA Probation. If, after this probationary period, the staff member has not demonstrated improved performance, actual termination may take place.
   - The SHA will be notified in writing of their pending termination at least two weeks before actual dismissal. At the end of the two-week period, the SHA’s responsibilities will be relinquished immediately and they will vacate their assigned living space.
     - If approved to remain in University Housing, the SHA will be relocated to a space other than their present assignment.
     - The SHA has the right to discuss this dismissal with the appropriate full-time staff.
6. Exceptions to these procedures would occur if there has been gross misconduct or negligence on the part of the SHA. This would warrant immediate termination. In these cases, SHAs will be given 24 hours to move or vacate, no two weeks of notice will be given.
7. Actions, which will most likely bring about termination of an SHA:
   - Drinking while underage or with underage residents or guests while in the residence halls. Woodward is a dry building, meaning no alcohol is permitted in any residents or SHA’s rooms.
   - Drinking while on duty or coming on duty in an intoxicated state.
   - Drinking or possessing alcohol in facilities designated as “alcohol free” even if the SHA is of the legal drinking age. Any type of abuse of residents, guests, or other staff members.
   - Loss of master, sub-master or negligence (as determined by supervisor) with keys.
   - Possession and/or use of any drug; other than prescribed or over the counter medications.
   - Possession and/or use of a weapon or ammunition in the residence facilities.

8. Other possible serious performance problems:
   - Being aware that an illegal activity is taking place in the residence facility and not taking appropriate actions.
   - Insubordination or refusal of supervisor’s request.
   - Breaches of confidentiality/Family Education Rights and Privacy Act (FERPA).
   - Withholding information from the appropriate individual on a staff or student issue.
   - Misuse of a master or sub-master key.
   - Violation of University or Residence Life Terms of Occupancy or other performance problems.

9. Should an SHA at any time decide to resign, they will discuss this with the direct supervisor and will notify, in writing, the Office of Housing & Residence Life at least two weeks prior to their resignation.

   PLEASE NOTE: The list of performance concerns is not all-inclusive. An effort has been made to be as specific as possible about performance problems viewed as serious, however, it is possible that a staff member’s appointment could also be in jeopardy for a reason not stated above.

   For SHAs alleged to have violated Residence Life Judicial Policies and/or the Student Code of Conduct, the Office of Housing & Residence Life reserves the right to temporarily remove or relocate an SHA from the residence and/or dining facility as well as suspend an SHA from their duties pending an investigation and/or hearing when, in its sole discretion, the University deems it appropriate to do so.

CONCLUSION
The SHA will carry out, accurately and punctually, all duties as described in this position description. The position description is not an all-inclusive statement of the responsibilities of the SHA. Special circumstances may necessitate the assignment of additional responsibilities for a period of time.

If you have any question please contact Area Director Zaw Win at zaw.win@rutgers.edu