Housing Operations Assistant

(1 position)

Under the supervision of the Assistant Director of Operations within the Department of Housing and Residence Life, the Housing Operations Assistant (HOA) provides support to ensure facilities are ready for occupancy as needed for students and/or visiting summer groups.

Housing and Residence Life has high expectations for students who serve in student staff positions. It is expected that academic commitments come first. Because of the degree of leadership and responsibility afforded by this role, the HOA position should be the principle non-academic activity and extracurricular activities should not conflict with the time needed to perform effectively as an HOA throughout the entire summer.

Minimum Qualifications and Position Requirements

- Potential candidates for the position must be available for full-time work (40 hours per week) beginning Monday, May 8, 2017 through Friday, August 18, 2017.
- Follow the Statement of Ethical Standards for Housing and Residence Life Staff and meet the responsibilities outlined in the HOA Agreement.

Terms of Employment

- May 8, 2017 to August 18, 2017
- Will not hold other full time employment
- Vacation time is limited
- Must be available for full time work (40 hours per week)
- Must have flexible schedules and be available for potential weekend work on an as needed basis

Remuneration and Benefits

- The HOA is paid $8.50 per hour and is provided with housing designated by Housing and Residence Life staff.

Responsibilities

1. Be a role model for students and make good decisions which are consistent with the positive peer influence that is offered by the HOA role.

2. Explain, support, and follow the regulations and policies outlined in The Helmsman (Student Handbook).

3. Support Housing Services team with residential area inspections after closings to ensure facilities are maintained properly.

4. Assist in reporting repairs discovered during inspections to ensure spaces are ready for occupancy per the summer schedule.

5. Conduct quality assurance inspections prior to residents’ arrival to confirm repairs have been completed.
6. Conduct quality assurance inspections prior to residents’ arrival to ensure cleaning contractor is in compliance with the established specifications.

7. Support Assistant Director of Operations in scheduling facilities for cleaning and inspections to ensure housing spaces are ready for occupancy as needed.

8. Attend weekly meetings with Conference and Events Services to ensure most current residential needs are being considered.

9. Assist in securing buildings as needed during and after hours.

10. Conduct routine inspections of residential facilities to ensure standards are being maintained.

11. Assist in conducting pre-opening inspections.

12. Perform other duties as assigned by the Housing and Residence Life staff in support of the goals and objectives of the Division of Student Life.

**Termination & Resignation**

I understand that unsatisfactory performance or breach of agreement can lead to termination of my position. If, after appointment, I elect not to assume my duties or find I am unable to perform said duties, I must notify my supervisor immediately in writing that I am resigning from my position.

**Agreement**

I have read and acknowledge the Housing Operations Assistant Agreement. By signing this agreement, I understand all that is expected and required of me as a Housing Operations Assistant. I also understand I am giving permission to the Department of Housing & Residence Life to access my academic and discipline records and to discuss information relevant to my employment.

I understand that this agreement is subject to the availability of funds and may be canceled if the residence hall(s), or a part thereof, is closed. I acknowledge and accept that failure to meet the expectations outlined in this agreement may result in probation or termination. This Agreement may not fully outline all job responsibilities; additional responsibilities will be communicated with me by the Housing and Residence Life staff within training and throughout the summer.

____________________________________________  ________________________
Signature of Housing Operations Assistant     Date

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Print Name of Housing Operations Assistant

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Signature of Associate Director of Residence Life or Designee     Date

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Print Name of Associate Director of Residence Life or Designee

*Updated February 10, 2017*