**Summer Assistant Area Coordinator**

(1 position)

Under the supervision of the Residence Life Staff, the summer Assistant Area Coordinator (AAC) has responsibility for assisting with administrative tasks and the development of the student staff team.

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 AAC position should be the principle non-academic activity and extracurricular activities should not conflict with the time needed to perform effectively as an AAC throughout the entire year.

**Minimum Qualifications**

- A minimum GPA of 2.25 is required to serve in this position.
- At least one year of experience as a Housing and Residence Life student staff member is required to serve in this position.
- Student is taking a maximum of one class per summer session or involved in no more than 10 hours per week in an internship or other employment. Preferred candidates are not enrolled in summer classes, internships or research projects.
- Potential candidates for the position must be available for part-time work beginning May 4, 2017 through August 18, 2017.
- Attend training sessions to receive job responsibilities and expectations.
- Follow the Statement of Ethical Standards for Housing and Residence Life Staff and meet the responsibilities outlined in the SRA Agreement.

**Terms of Employment**

- May 4, 2017 to August 18, 2017
- Attend summer RA training May 30, 2017 and May 31, 2017
- Will not hold other full time employment and is taking maximum of 1 class per summer session
- Vacation time is limited. Vacation is NOT allowed the following times:
  - Orientation: June 16-17, June 22-23, June 24-25, and June 27-28
  - Summer Session Transitions: May 31-June 4, July 7-9, and August 11-18
- Have a flexible schedule and able to work up to 30 hours per week

**Remuneration and Benefits**

- The AAC is paid $2,500 stipend and is provided housing in a North Village apartment designated by the Housing and Residence Life staff.

**Responsibilities**

**Availability**

- Remain on campus to fulfill any AAC duties for summer school session I opening (June 4, 2017) and summer session II opening (weekend of July 7th) and session II closing (August 11-18).
- Be available for all Summer Orientation sessions (These are already scheduled for **June 16-17, June 19-20, June 22-23, June 24-25, and June 27-28**).
Leadership
- Responsible for providing support and acting as a resource for 8 RAs.
- Hold weekly one-on-one meetings with assigned RAs.
- Conduct weekly staff meetings with assigned RAs.
- Update ACUHO-I Intern and Assistant Director of RA progress and resident issues in the communities.
- Be a role model for summer RAs and make good decisions which are consistent with the positive peer influence that is offered by the AAC role.
- Discuss potential staff problems with your supervisor.
- Serve as liaison between summer RAs and other institutional areas (i.e. Counseling Center, Division of Student Life, University Police, Student Health Services, University Chaplain) and make referrals to appropriate campus resources as needed.
- Assist with planning and implementation of community wide events for summer residents.

Administration
- Work assigned desk shifts in the Estridge area office.
- Assist ACUHO-I intern with coordination of orientation housing.
- Schedule summer RAs to work desk shifts, orientation, and summer session check-ins/outs.
- Oversee health and safety inspections and occupancy checks.
- Assist Housing Operations Assistant with coordination of inspections of apartments.
- Assist assignments staff with organizing resident transitions between summer sessions and into fall spaces.
- Complete check-in/check-outs as directed by supervisor.
- Perform weekly key audit for assigned buildings.
- Check all forms of communication daily and respond in a timely manner. This involves email, OrgSync, GroupMe, etc.
- Complete various reports including, but not limited to: weekly reports, hall rosters, incident reports, and room condition reports.
- Attend regularly scheduled meetings including: weekly one-on-ones with their area supervisor, weekly staff meetings with the Residence Life staff, and weekly RA meetings.
- Assist in emergencies, drills and other assigned duties such as end-of-semester closing inspections.
- Perform other duties as assigned by the Residence Life staff in support of the goals and objectives of Housing and Residence Life as well as the Division of Student Life.

Policy Enforcement
- Explain and support the regulations and policies outlined in The Helmsman and respectfully confront behavior or infractions which disrupt the environment.
- Assist the Division of Student Life and University Police in the prevention, investigation, and reporting of misconduct and damage to University property.
- Serve in duty rotation and respond appropriately to crisis situations.

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 Summer Assistant Area Coordinator. By signing this agreement, I understand all that is expected and required of me as a Summer Assistant Area Coordinator. 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 Summer Assistant Area Coordinator                                      Date

________________________________________________________________________
Print Name of Summer Assistant Area Coordinator

________________________________________________________________________
Signature of Associate Director of Residence Life or Designee                      Date

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Print Name of Associate Director of Residence Life or Designee