

Summer Office Assistant

(3 positions)

Under the joint supervision of the Assistant Director for Administration and the Administrative Assistant, the Summer Office Assistant (SOA) provides administrative support to the Housing and Residence Life Office throughout the summer.

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

Minimum Qualifications and Position Requirements

- A minimum GPA of 2.25 is required to serve in this position.
- Potential candidates for the position must be available for part-time work (at least 15 hours per week) beginning Monday, May 13, 2019 through Friday, August 23, 2019.
- Potential candidates must also be available June 8 and 9, 2019 and July 13 and 14, 2019.
- Follow the Statement of Ethical Standards for Housing and Residence Life Staff and meet the responsibilities outlined in the SOA Agreement.

Terms of Employment

- May 11, 2020 to August 21, 2020
- Will not hold other full time employment
- Vacation time is limited
- Must be available for at least 15 hours per week during business hours (Monday-Friday 8:30am-5:30pm) with flexible schedule

Remuneration and Benefits

- The SOA is paid \$8.00 per hour and is provided housing as 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 SOA role.
2. Explain, support, and follow the regulations and policies outlined in *The Helmsman* (Student Handbook).
3. Always be on time for all office shifts.
4. Answer the main Housing and Residence Life phone line and transfer calls to the appropriate staff member.
5. Serve as the first point of contact for the office and greet and assist all walk-in students, parents, and visitors.
6. Notify the professional staff when their appointments arrive.
7. Become knowledgeable about all information on the Housing and Residence Life web site and know where to appropriately refer callers to any relevant information.
8. Become knowledgeable about all Housing and Residence Life processes and procedures and appropriately refer students, parents, and visitors to the correct office or individual.
9. Provide accurate information to incoming new students and parents.
10. Assist the professional staff with all office projects and mailings.
11. Complete maintenance requests from summer guests and inform students of the online maintenance request process.
12. Regularly check the copier and stock it with paper as needed.
13. Sort incoming mail and place it in staff mailboxes.
14. Assist residents and guests with lockouts when the Resident Assistant is unavailable.
15. Complete room check-ins and check-outs when the Resident Assistant is unavailable.

16. 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 Student Office Assistant Agreement. By signing this agreement, I understand all that is expected and required of me as a Student Office 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 Student Office Assistant

Date

Print Name of Student Office Assistant

Signature of Associate Director of Residence Life or Designee

Date

Print Name of Associate Director of Residence Life or Designee