

Summer Assistant Area Coordinator

May X & Summer Terms

(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

- Previous 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 15 hours per week in an internship, research, or other employment.**
- **Potential candidates for the position must be available for part-time work beginning Thursday, May 2, 2024 through Wednesday, August 21st, 2024.**
- Attend training sessions to receive job responsibilities and expectations.
 - AAC is required to complete online training before **April 30, 2024.**
 - AAC is required to attend training on **May 2, 2024 and May 5, 2024.**
- Follow the Statement of Ethical Standards for Housing and Residence Life Staff and meet the responsibilities outlined in the AAC Agreement.

Terms of Employment

- May 2, 2024 to August 21, 2024.
- Will not hold other full-time employment and is taking maximum of one class per summer session.
- Vacation time is limited and must be approved by supervisor at least three weeks in advance.
- Must be available for approximately 25-30 hours per week with flexible schedule to complete AAC responsibilities and lead transition weekends:
 - On duty shifts throughout the week as well as on weeknights and weekends
 - Check-in and check-out shifts
 - Other hours spent in meetings, interacting with residents, and completing other administrative responsibilities
 - On duty shifts throughout the week as well as on weeknights and weekends
 - Desk shifts during regular business hours
 - Check-in and check-out shifts during transition weekends. Below is a list of transition weekends that require the AAC support in addition to weekday check ins and outs:
 - May 18th and 19th
 - June 1st and 2nd
 - August 3rd and 4th
 - August 10th and 11th

Remuneration and Benefits

- The AAC is paid a minimum \$2,500 stipend (commensurate with experience) and provided housing in a North Village apartment designated by the Housing and Residence Life staff.

- The AAC will receive a \$500 meal plan.
- The AAC should be prepared to move from their summer assignment to their fall assignment in late July or early August.

Responsibilities

Availability

- Remain on campus to fulfill any AAC duties during all dates when vacation or time off is not permitted. **The AAC is required to work transitions between May X, Summer Session I, and Summer Session II.**
 - May 18th and 19th
 - June 1st and 2nd
 - August 3rd and 4th
 - August 10th and 11th

Summer Transitions

- Administer multiple summer housing transitions from one term to the next. This requires working a few weekends during the summer. Intern will manage processes, such as, but not limited to:
 - Coordinating shifts for check-outs, room inspections, check-ins, and desk hours
 - Assisting with communication to residents regarding the transition process
 - Providing excellent customer service to residents, family members, and campus partners
 - Performing key audits

Administrative Responsibility

- Oversee the SRA desk and on-call operations and schedule.
- Assist with facilitation of summer staff training.
- Serve on-call in an informal capacity to assist SRAs with questions or incidents.
- Manage and coordinate the SRAs to complete Housing and Residence Life summer processes, such as, but not limited to:
 - Health and safety inspections, room inspections, resident check-ins/check-outs and summer housing transitions, managing resident keys, submitting work orders, and room readiness.
- Provide support and perform duties for Fall 2024 opening.
- Attend regularly scheduled meetings including: weekly one-on-ones with supervisor, weekly staff meetings with the Residence Life staff, and weekly SRA meetings.
- Follow office protocols as established by the Residence Life staff.
- Use financial resources and other supplies purchased by Housing and Residence Life for activities supporting the departmental mission. Adhere to all University and departmental purchasing guidelines and approval processes.
- Use only the usernames assigned for your use. Give priority to Residence Life-related work when using office computers. Use access for AAC role, not personal use.
- Provide exceptional customer service to all students and summer guests.
- Perform weekly key audit for assigned buildings.
- Check mailbox daily. Check all forms of communication daily and respond in a timely manner. This involves email, syncDIN, GroupMe, etc.
- Follow all guidelines for time away as outlined by the Residence Life team.
- 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.

Leadership

- Responsible for providing support and acting as a resource for 10 Summer Resident Assistants (SRAs).
- Hold weekly one-on-one meetings with assigned SRAs.
- Conduct weekly staff meetings with assigned SRAs.
- Update Professional Staff Supervisor of SRA progress and resident issues in the communities.
- Discuss potential staff problems with your supervisor.
- Serve as liaison between SRAs and other institutional areas and make referrals to appropriate campus resources as needed.
- Assist with planning and implementation of events for summer residents.
- Track position requirements for assigned SRAs and hold SRAs accountable to meeting requirements outlined in their position description.
- Address performance concerns with assigned SRAs.
- Role model positive personal, academic, and job-related behaviors.
- Communicate professionally and appropriately with all residents, prospective residents, and Furman staff/faculty as a Housing and Residence Life representative.

Community Development

- Establish positive relationships, build rapport with all residents, and show genuine interest in them in accordance with community development model.
- Create an inclusive and welcoming environment for all students.
- Participate, be engaged, and be visible in the community.
- Be available to residents. This requires spending time on your floor/in your community outside of programs and desk shifts.
- Be aware of student needs and provide appropriate consultation and referral.
- Invite the formation of community by promoting community-building activities, open and honest communication among residents, and development of community standards.
- Keep a continuous account of residents in their community and immediately report any issues or concerns to Housing and Residence Life.
- Serve as liaison between residents and other institutional areas (i.e. Counseling Center, Division of Student Life, University Police, Health Services, and University Chaplain's Office, etc.) and make referrals to appropriate campus resources as needed.

Policy Enforcement

- Understand, explain, and support all Furman University policies by consistently confronting behavior that disrupts the community.
- Share confidential information only with the appropriate people and in the appropriate situations, as warranted by the AAC position.
- Enforce all early arrivals policies and procedures, preventing residents from moving into their assignments early unless given permission by the Housing and Residence Life staff.
- Serve in duty rotation and respond appropriately to crisis situations.
- Complete incident reports immediately.
- Assist the Division of Student Life and University Police in the prevention, investigation, and reporting of misconduct and damage to University property.
- Role model appropriate resident behavior by following all Housing & Residence Life policies, Student Conduct Code, and local, state, and federal laws.
- Role model responsible alcohol use and adhere to the University's alcohol policy, as published in the student handbook.
- Refrain from responding to job related responsibilities after consuming substances that may impair your judgement.

- Respond at all times to situations, even when not on duty or when in another complex.
- Notify appropriate professional staff when concerned with student behavior.
- Notify appropriate professional staff immediately if a significant event occurs or an outside agency responds (Furman University Police, Greenville County Police, Travelers Rest Fire Department and/or Paramedics).

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.

Statement of Ethical Standards for Housing and Residence Life Staff

I value and understand my role as an **Advocate**. In order to best fulfill this role, I will:

- Seek to understand peoples from whom I am different;
- Demonstrate behaviors that accept and appreciate all individuals;
- Educate myself on issues impacting residents, fellow team members, and all Furman University students;
- Offer constructive ideas and/or suggestions that promote the needs and/or wants of our community; and
- Confront behaviors that infringe upon the rights of others.

I value and understand my role as a **Community Facilitator**. In order to best fulfill this role, I will:

- Create an inclusive environment that strives to meet the needs of all members;
- Encourage community members to establish healthy relationships among themselves and resolve conflicts;
- Support and implement programs which address community needs;
- Recognize the rights and responsibilities of residents and strive to be educational when administering the Student Conduct Code; and
- Educate myself and others on how an individual impacts the entire community.

I value and understand my role as an **Individual**. In order to best fulfill this role, I will:

- Strive to achieve and maintain balance within all aspects of my life so that I am better able to provide service to our community;
- Share information with the appropriate people about personal relationships (sexual, romantic, friendships or other) that may impact my performance, my decision making and/or place me in a situation where a conflict of interest may exist; and
- Accept and give feedback in a constructive manner to assist in the positive growth of all team members.

I value and understand my role as a **Learner/Educator**. In order to best fulfill this role, I will:

- Seek out teachable moments in my advising, supervision, and student responsibilities;
- Strive to be a lifelong learner;
- Offer educational opportunities that foster growth and development;
- Support others in their learning process;
- Share information only when I am confident of its accuracy; and
- Be open to new perspectives and experience.

I value and understand my role as a **Role Model**. In order to best fulfill this role, I will:

- Represent the Housing and Residence Life and Furman University in a manner that supports our mission;

- Abide by all federal, state, and local laws, and conduct myself in a manner that represents the spirit of these laws;
- Adhere to all university policies and respond appropriately to all violations;
- Create opportunities to serve the communities to which I belong;
- Act in a responsible manner when making decisions that impact the department financially;
- Make decisions that positively impact those affected; and
- Respect privacy by sharing information only in the context of helping and/or enforcing policy.

I value and understand my role as a **Team Member**. In order to best fulfill this role, I will:

- Support the mission of this team in acceptance of individual, departmental, and institutional values;
- Seek opportunities to lead and follow and recognize when to do one or the other;
- Strive to be efficient;
- Provide challenge and support appropriately;
- Work to develop and maintain cooperative relationships with other team members; and
- Participate actively and positively within the community.

Agreement

I have read and acknowledge the Summer Assistant Area Coordinator Agreement. 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

Print Name of Associate Director of Residence Life or Designee