

Summer Desk Assistant

(3 positions)

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

Minimum Qualifications and Position Requirements

- Potential candidates for the position must be available for work beginning May 6, 2026 through Sunday, August 19, 2026.
- Attend training sessions to receive job responsibilities and expectations.
 - DAs are required to complete online training before May 1, 2026.
 - All May X & Summer Term DAs are required to attend training on May 7, 2026
- 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 6, 2026 to August 19, 2026.
- Vacation time is limited and must be approved by supervisor at least three weeks in advance.
- Must be available for approximately 15 hours per week M-F

Remuneration and Benefits

- The DA is paid \$8.00 per hour and is provided housing as designated by Housing and Residence Life staff.
- The DA should be prepared to move from their Spring/May X assignment to their Summer assignment and then again to their Fall assignment.

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 DA role.
2. Explain, support, and follow the regulations and policies outlined in 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.