Summer Resident Assistant

(8-15 positions)

Under the supervision of the Residence Life staff, the Summer Resident Assistant (SRA) has responsibility for providing outstanding customer service to all summer residents as well as other guests to campus. SRAs work scheduled office hours in the Estridge Area office to offer support to summer residents.

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

Minimum Qualifications and Position Requirements

- A minimum GPA of 2.25 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 Tuesday, May 29, 2018 through Monday, August 13, 2018.
- Attend training sessions to receive job responsibilities and expectations.
  - SRAs are required to complete online training before May 30, 2017.
  - All SRAs are required to attend training on May 29, 2018 and May 30, 2018.
- 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 29, 2018 to August 13, 2018
- 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 15-16, June 18-19, June 21-22, June 23-24, and June 26-27
  - Summer Session Transitions: May 31-June 4, July 7-9, and August 10-13
- Must be available for approximately 20 hours per week with flexible schedule to complete SRA responsibilities
  - Approximately 10 hours per week in the area office
  - On duty shifts on weeknights and weekends
  - Check-in and check-out shifts
  - Other hours spent in meetings, interacting with residents, and completing other administrative responsibilities

Remuneration and Benefits

- The SRA is paid a $1,500 stipend (before taxes) and is provided housing in an on-campus apartment designated by Housing and Residence Life staff.
- The SRA 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 SRA duties for summer school session I opening (June 3, 2018) and summer session II opening (weekend of July 6th) and session II closing (August 10-13). Each SRA is required to work session I and II opening and closing.
- Be available for all Summer Orientation sessions (These are already scheduled for June 15-16, June 18-19, June 21-22, June 23-24, and June 26-27).

Community Development
- Responsible for providing support and acting as a resource for residents.
- Be available to students.
- Be aware of student needs and provide appropriate consultation and referral.
- Keep a continuous account of residents in your designated area and immediately report any issues or concerns to Housing and Residence Life.
- Plan and implement community wide events for summer residents.
- Be a role model for students and make good decisions which are consistent with the positive peer influence that is offered by the SRA role.
- Explain, support, and follow the regulations and policies outlined in The Helmsman (Student Handbook).
- Confront behavior or infractions which disrupt the environment appropriately and complete incident reports with 24 hours of any confronted infractions.
- Serve on duty for the summer residential community and respond appropriately to crisis situations.
- Assist the Division of Student Life and University Police in the prevention, investigation, and reporting of misconduct and damage to University property.

Staff Function
- Attend regular staff meetings and training sessions throughout the summer.
- Attend one-on-one meetings with supervisor as required.
- Be an ambassador for Furman to new students and parents during Summer Orientation sessions.
- Represent Furman and the Housing and Residence Life department at various Summer Orientation events (i.e. information panels, resource fairs, tours of residence halls).

Administration
- Work assigned desk shifts in the Estridge area office.
- Enforce all Early Arrivals policies and procedures, preventing residents from moving into their fall assignments early unless given permission by the Housing and Residence Life staff.
- Follow office protocols as established by the Residence Life staff. Arrive at the RGA office at least ten minutes before shift begins.
- Provide exceptional customer service to all students and summer guests.
- Assist with the check-in/check-out process.
- Report any maintenance problems to the Custodial Area Supervisor and/or submit maintenance requests in a timely manner.
- Maintain summer student housing key inventory by communicating with designated Housing and Residence Life staff to determine turnover status of residents and room change needs.
- Maintain Room Condition Reports (RCR Cards) and complete room check-in/check-out procedures in a timely manner.
- Complete various reports including, but not limited to: incident reports, Room Condition Reports, summer checkout and deliveries logs, fire safety inspection reports, etc.
- Assist with fire safety inspections, emergencies, and drills and respond appropriately to any crisis situations.
- Follow all guidelines for Time Away as outlined by the Residence Life Team. This includes, but is not limited to: submitting time away request forms to their supervisor at least five days prior to requested timeframe.
- Check all forms of communication daily and respond in a timely manner. This includes email, GroupMe, BOX, etc.
- 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.
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 Resident Assistant Agreement. By signing this agreement, I understand all that is expected and required of me as a Summer Resident 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 Summer Resident Assistant          Date

_________________________
Print Name of Summer Resident Assistant

_________________________  __________________________
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 15, 2018