Summer Desk Assistant

Under the joint supervision of the Assistant Director for Communications and Graduate Summer Occupancy Intern, the Desk Assistant (DA) 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 DA position should be the principle non-academic activity and extracurricular activities should not conflict with the time needed to perform effectively as a DA 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 8, 2023 through Friday, August 18, 2023.
- Follow the Statement of Ethical Standards for Housing and Residence Life Staff and meet the responsibilities outlined in the DA Agreement.

Terms of Employment

- May 8, 2023 to August 28, 2023
- Will not hold other full-time employment
- Vacation time is limited
- Must be available for flexible shifts during business hours (Monday-Friday 8:30am-5:00pm)

Remuneration and Benefits

- The DA is paid $8.00 per hour and is provided housing as designated by Housing and Residence Life staff.

Responsibilities

1. Explain, support, and follow the regulations and policies outlined in the Student Handbook.
2. Always be on time for all office shifts.
3. Answer the main Housing and Residence Life phone line and transfer calls to the appropriate staff member.
4. Serve as the first point of contact for the office and greet and assist all walk-in students, parents, and visitors.
5. Notify the professional staff when their appointments arrive.
6. Become knowledgeable about all Housing and Residence Life information and processes to know where to appropriately refer callers to any relevant information.
7. Assist the professional staff with all office projects and mailings.
8. Sort incoming mail and place it in staff mailboxes.
9. Assist residents with lockouts when the Resident Assistant is unavailable.
10. Complete room check-ins and check-outs when the Resident Assistant is unavailable.
11. Refrain from using headphones or other related devices.
12. 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 Summer Desk Assistant Agreement. By signing this agreement, I understand all that is expected and required of me as a DA.

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

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Print Name of Student Office Assistant

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Signature of Assistant Director for Communications                        Date

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Print Name of Assistant Director for Communications