

OPERATIONS ASSISTANT (OA)
OFFICE OF RESIDENCE LIFE

Title: *Operations Assistant*

Location: *Office of Residence Life*

Pay Rate/Class: *\$14.50/hour*



Student Affair Employment Program

This program empowers students to reach their full, personal potential in preparation for the workforce by developing practical and professional skills.

Student Learning Outcomes for this Position Include:

- Develop the ability to prioritize multiple tasks and complete assignments in an efficient manner
- Demonstrate effective problem solving and analytical skills
- Develop ability to analyze situations and respond appropriately
- Take initiative to proactively resolve issues and problems
- Develop excellent interpersonal communication skills
- Use effective listening skills
- Understand and follow established policies, processes and procedures
- Help to foster an inclusive work environment
- Demonstrate professionalism including reliability with attendance, punctuality, and quality of work
- Work well with others and resolve conflicts successfully

Qualifications:

- Full-time matriculated SCSU student
- Undergraduate students must have a minimum 2.0 at the time of application and for the duration of employment. Graduate students must have and maintain a minimum 3.0 GPA at the time of application and for the duration of employment.
- All candidates must successfully pass a background check as a condition of employment.
- Offers are made for the academic year and all OAs are required to participate in an employment review

Position Description:

Operations Assistants (OAs) report directly to the Associate Director of Residence Life for Housing Operations. They are responsible for assisting with basic facility operations. Additionally, OAs may be requested to assist with Residence Life Office coverage and or department/university functions. Residence Life Operations Assistants are members of the Residence Life Emergency Response Staff and are expected to assist during residence hall and campus emergencies as necessary.

Job Duties:

OPERATIONS ASSISTANT (OA)
OFFICE OF RESIDENCE LIFE

- Complete mandatory training in August and January
- Provide support for residence hall, apartment, and suite facility general operations (cleaning, equipment movement*, inventory management*, security assessment, light painting, and general facility management*)

*Requires ability to lift 50 pounds.

- Provide support as needed for certain Residence Life special events (i.e. New Student Move-In, Welcome events, etc.) as requested by supervisor. Events may occasionally require night or weekend work
- Provide assistance with regular facility, safety, and maintenance checks throughout residence halls, apartments, and suites

How to Apply:

Applications should be submitted electronically using the MyHousing Portal. Questions or concerns should be forwarded to the Office of Residence Life:

Schwartz Hall, Room 105 / 320 Fitch Street
New Haven, CT 06515
P: (203) 392-5870 / F: (203) 392-5867