

## SUMMER ASSOCIATE (SA) OFFICE OF RESIDENCE LIFE

**Title:** *Summer Associate*

**Location:** *Office of Residence Life, Schwartz Hall Room 105*

**Pay Rate/Class:** *\$13.00/hour*



### **Student Affairs 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:**

- Ability to finish tasks and assignments on time
- Demonstrate effective problem solving and analytical skills
- Respond in a timely manner to customers and supervisor requests
- Make decision based on ethical standards
- Demonstrate reliability and punctuality in a professional workplace
- Follow established policies, processes and procedures
- Utilizes appropriate verbal communication
- Maintains an adaptable, flexible, and enthusiastic attitude and work ethic
- Works well with others, resolving conflicts successfully
- Takes initiative to understand required work assignments

### **Qualifications:**

- Full-time matriculated SCSU student
- Undergraduate students must have a minimum 2.3 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 summer associates are required to participate in an employment review

### **Preferred Skills:**

- Previous experience as a Residence Life Student Employee (Resident Advisor, Desk Attendant, Administrative Assistant, Operations Assistant, etc).

### **Position Description:**

The Residence Life Summer Associate (SA) reports directly to a Residence Hall Director or the Associate Director of Housing Operations. The Summer Associates hold two sets of responsibilities throughout the summer months. While summer school programs, summer conferences, and University summer programs are housed in on-campus residence halls, SAs are responsible for the supervision of a floor/area of students, youths, or adults. When summer conferences are not in session, they are responsible for assisting with basic facility operations within residence halls and the Office of Residence Life as needed. Summer Associates also provide support for addressing University policy violations and reports of criminal activity to University police. Summer Conference Associates are members of the Residence Life Emergency Response Staff and are expected to assist as necessary.

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### Please note:

- Summer Associates are required to live on campus in an assignment determined by the Office of Residence Life. **The student employee housing assignment may change during the summer to accommodate maintenance needs and/or early arrivals for the fall semester.**
- Summer Associates will not be eligible for other SCSU on-campus employment during the summer.
- Summer employees intending to take summer courses or have other prior commitments MUST manage their schedule to allow 35 hours per week and be approved by the Office of Residence Life prior to acceptance of employment. All summer course schedules MUST be submitted one week prior to the start of the summer session course. **In most cases, Summer Associates are therefore limited to evening, weekend, or online classes.**

### **Job Duties:**

- Completion of minimum training requirements.
- Participate in a rotating duty schedule throughout the summer including weekends, evenings, and on-call.
- Provide support for admissions tours, special events and department training.
- Offer coverage for office and desk as needed.
- Attend all scheduled supervision, staff, department, and training meetings as scheduled.
- Recognize, respond, and report violations of the Student Code of Conduct and the Residence Hall Summer Contract.
- Complete all reports, records, and evaluations as requested.
- Assist with responding to student, building, and campus emergencies, including scheduled and unscheduled fire alarms.
- Report facility concerns and address vandalism, damage, or safety concerns.

### Conference Responsibilities:

- Contribute to building opening and closing (check-in/out of conference groups, room inspections, and communicating information).
- Aid the Hall Director with the management of building and key inventory. Provide support for communication, supervision of adolescents, guest relations, customer service, emergency response management, and administrative responsibilities.

### Facility Operations Responsibilities:

- Perform duties, including, but not limited to: cleaning, equipment movement, inventory management, security assessment, landscaping, painting, and other tasks as assigned.
- Provide light clerical support including typing, filing, mailing, and data entry.
- Contribute to creating and maintaining residence hall bulletin boards and displays.
- Manage the posting of information for students to review within the community.
- Assist with the management of housing information (student moves, housing assignments, special housing needs).
- Answer phones and offer walk-in assistance to students, staff, faculty, and their guests.

### **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