

SUMMER ASSOCIATE SUPERVISOR (SAS) OFFICE OF RESIDENCE LIFE

Title: *Summer Associate Supervisor*

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

Pay Rate/Class: *\$14.50/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 Summer Associate or related supervisory experience.

Position Description:

The Residence Life Summer Associate Supervisor (SAS) reports directly to the Associate Director of Housing Operations. Summer Associate Supervisors are responsible for providing direction for the successful completion of Summer Associate crews of 8-10 student employees. Supervisors provide support for basic operational needs within residence hall offices and the Office of Residence Life. Additionally, SASs may be requested to assist with Residence Life Office coverage and or department/university functions. Residence Life Summer Associate Supervisors are members of the Residence Life Emergency Response Staff and campus emergencies as necessary

Please note:

- Summer Associate Supervisor 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 Associate Supervisors 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 1 week prior to the start of the summer session course. **In most cases, Summer Associate Supervisors are therefore limited to evening, weekend, or online classes.**

SUMMER ASSOCIATE SUPERVISOR (SAS)

OFFICE OF RESIDENCE LIFE

Regarding compensation:

- Supervisors may work up to 35 hours per week during the period of employment.
- In addition to the hourly pay, SAs receive an assigned residence hall room waiver (with the completion of rotating duty responsibilities). **Duty is a required aspect of the position for all Summer Associates living on campus.**
- SAs receive a maximum of 7 scheduled unpaid days off and 3 unscheduled unpaid days off during the employment period before employment action is initiated.

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.
- Provide daily supervision and coordination of student crews in achieving designed projects along with a designated full-time staff member.
- Supply ongoing feedback to the Office of Residence Life regarding performance concerns and barriers to completion of required projects and tasks.
- Assist with addressing performance concerns and providing appropriate action.
- Support the general operations of residence hall, apartment, and suite facility (cleaning, equipment movement, inventory management, security assessment, landscaping, light painting, and general facility management as needed).
- Contribute to admissions tours and department or university special events as needed.

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