

## SUMMER ASSOCIATE (SA) OFFICE OF RESIDENCE LIFE

**Title:** *Summer Associate*

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

**Pay Rate/Class:** *\$15.69/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 for following Fall semester
- 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 summer 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 Life Coordinator for North Campus or the Associate Director of Housing Operations. Summer Associates assist with basic facilities operations in the residence halls by painting, moving furniture, and setting up and breaking down rooms. Summer Associates may also assist the Office of Residence Life by offering office and desk coverage as needed and by supporting summer orientation programs, special events, admissions tours and more. Summer Associates are members of the Residence Life Emergency Response Staff and are expected to assist as necessary.

Please note:

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- 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. Summer employees are not allowed to take asynchronous classes between 8:30 AM and 4:30 PM Mon-Fri. **In most cases, Summer Associates are therefore limited to evening, weekend, or asynchronous online classes.**
- Summer employees are provided with 10 days of unpaid leave. Summer employees are expected to work all other scheduled workdays, unless given written permission from a supervisor. Summer Associates are expected to manage their time off so that no additional time is needed over the summer. Time off needs to be requested and approved in advance.
- Summer Associates may be working in areas that do not have air conditioning and should practice appropriate measures to keep hydrated.

### Job Duties:

- Completion of minimum training requirements.
- Perform duties, including, but not limited to: cleaning, equipment/furniture movement, inventory management, security assessment, landscaping, painting, and other tasks as assigned.
- Participate in a rotating duty schedule throughout the summer including weekends, evenings, and on-call.
- 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.

### 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