

## SUMMER CONFERENCE ASSISTANT OFFICE OF RESIDENCE LIFE

**Title:** *Summer Conference Assistant*

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

**Compensation:**

### **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:**

- Develop strong verbal and written communication skills for a professional work environment
- Learn and develop task prioritization and organization skills
- Learn basic and specific computer skills necessary to perform duties
- Develop effective and efficient problem solving skills; learn to take initiative to proactively resolve problems
- Develop interpersonal skills and work with other staff members cooperatively
- Learn to provide prompt and courteous customer service by listening effectively and responding appropriately to customer questions and concerns
- Promote an inclusive work environment and better understand the diverse student population
- Learn and help enforce departmental policies, processes and procedures
- Understand the importance of punctuality and strong work ethic in a professional office environment

### **Qualifications:**

- Full-time matriculated SCSU student (at the time of application and for the fall 2023 semester).
- Undergraduate students must have a minimum 2.5 at the time of application and for the duration of employment and have completed 30 credits by the time of employment. Graduate students must have and maintain a minimum 3.0 GPA at the time of application and for the duration of employment and have completed 3 graduate credits or 120 SCSU undergraduate credits by the time of employment.
- Previous experience as a Residence Life Student Employee (Resident Advisor, Desk Attendant, Administrative Assistant, Operations Assistant, etc).
- All candidates must successfully pass a background check as a condition of employment.
- Offers are made for the academic year and all Summer Conference Assistants are required to participate in an employment review

### **Preferred Skills:**

- Van certification or eligibility to become van certified

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### **Position Description:**

Summer Conference Assistants (SCAs) report directly to the Associate Directors of Residence Life. They are responsible for assisting with basic office administrative responsibilities and for responding to student and guest questions, needs, and concerns that impact their safety. SCAs specifically focus on preparation and accommodations for summer school programs, summer conferences, and university summer programs that are housed in the residence halls. Further, the SCAs provide leadership for individuals living in the residence halls, facilitate intentional connections with these individuals during their stay, and develop educational and social programs to support their needs (as directed). Summer Conference Assistants are members of the Residence Life Emergency Response Staff and are expected to assist during residence hall and campus emergencies as necessary.

### Please note:

- Summer Conference Assistants 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. As well a temporary housing assignment will be made to accommodate proper conference coverage which includes but is not limited to NSO, SEOP, and Special Olympics.**
- Summer Conference Assistants will not be eligible for other SCSU on-campus employment during the summer.
- Summer Conference Assistants 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.
- Work obligations of the position may fall between the hours of 7:00 a.m. and 12:00 a.m. but may differ based on need. The position requires flexibility and the ability to work nights and weekends. Schedules will be adjusted, in consultation with the SCAs, at various intervals throughout the summer.
- Summer Conference Assistants are provided with 10 days of unpaid leave. Summer employees are expected to work all other scheduled workdays, unless given written permission from supervisor. Summer Associates are expected to manage their time off so that no additional time is needed over the summer.

### **Position Responsibilities:**

- Complete mandatory training (summer training in April, individual supervision meetings as assigned, weekly staff meetings, other training as required).
- Maintain a weekly schedule working in residence halls and in the central office (answering phones; offering walk-in assistance to students, staff, faculty, and their guests; providing light clerical support including typing, filing, mailings, and data entry; etc.).
- Provide Desk Attendant (DA) coverage throughout the summer within the residence halls
- Assist with running on- and off-campus errands and supporting general office management
- Provide support for admissions tours, special events and department training
- Manage distribution, laundering and upkeep for all conference linens. Maintain accurate inventory of linens throughout the summer.

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- Assist with early morning, late night, and possible weekend activities and duties for orientation, conferences, and summer university groups.
- Assist with check-in and check-out, communication of information, and other interactions with summer conference groups.
- Support hall directors and other departmental staff members on various projects throughout the summer, as needed
- Complete key audits and Room Condition Reports (RCRs) for residential spaces
- Help create and maintain bulletin boards within the residence halls
- Other duties as assigned
- Duty Coverage:
  - Summer Conference Assistants will participate in regular duty rotation beginning at 4:30 PM and ending at 8:30 AM each weekday and 8:30 AM – 8:30 PM on weekends, holidays, and during break periods. SCA's will conduct rounds, provide occasional front desk coverage (8:00 PM – 2:00AM), respond to student and building incidents, and report occurrences to full-time staff/graduate intern on duty.
  - Participate with other staff members in duty coverage including:
    - Participating in an equitable duty schedule with other Student Employees
    - Remaining in the building during evening duty shifts (8:00 PM – 8:30 AM) and ensuring that there is appropriate coverage
    - During weekend duty from 8:30AM-8:00PM. During the hours of 8:00AM-8:00PM, the staff member needs to be in the building, with the ability to respond back to the building in case of an emergency.
    - Being available to respond to all student and community concerns during scheduled duty shift
    - Ensuring that appropriate coverage is in place for all requested duty shift changes
    - Remaining free of alcohol or other illegal or misused substances during duty shifts and 12 hours prior to each scheduled duty shift
    - Recognize, respond to, and report violations of the Student Code of Conduct, Residence Hall Agreement, and federal/state/local laws
    - Providing support for early return, late departure, and break duty coverage as needed
- Community Development and Safety:
  - Complete bi-weekly health and safety inspections for designated rooms (Summer school residents, SEOP, NSO Staff, and SA rooms) and check in with Summer Residents
  - Participate in departmental summer committees

### **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