



Division of Student Life  
Residence Life

## Residence Life Building Lead Position Description

### **BASIC FUNCTION**

The Residence Life Building Lead (RLBL) position is considered a 37.5 hours a week position. This is a position within the Office of Residence Life serve during the period of May through August.

### **RESPONSIBILITIES AND DUTIES**

In general the Building Lead is responsible for supporting the Residence Life Housing Summer Program. Duties include:

#### **Supervision of Staff**

- Assist with training, evaluation, and coordination of Housing Assistant staff
- Co-supervise Housing Assistants
- Supervise the check in and check out processes of the building assigned

#### **Conference Participant Contact**

- Maintain visibility with conference participants and staff
- Respond to requests for service or support as necessary
- Review all University rules, regulations and safety practices with each incoming group on the first day of the camp arrival

#### **Duty Rotation**

- Participate in duty rotation with Housing Assistants as needed
- Respond to emergencies on a 24-hour basis
- Conduct regular tours of the conference area/building and surrounding area
- Be accessible by phone/pager/radio when on duty

#### **Coordination of Conferences**

- Coordinate conference registration as necessary
- Coordinate daily program management which may include communication with participants, coaches and conference staff, residence life staff and other University departments
- Participate in scheduled staff and conference meetings
- Prepare and take responsibility for Camp Rosters being completed and delivered to appropriate offices on a timely basis
- Coordinate room condition inspections
- Report damages to appropriate offices and supervision for repair and follow up

#### **Other Duties as Assigned**

### **MIMINMUM QUALIFICATIONS**

- Must be a current SRU student, and be registered for class at SRU for fall 2009 semester.
- Open to returning SRU camp and conference staff and all SRU graduate students.
- Must be in good academic standing. Preference will be given to students who will be in junior standing by the summer 2009.
- Must have a favorable performance appraisal or letter of support from current or most recent supervisor.
- Preference will be given to candidates who have skills in exercising good judgment, management of administrative responsibilities, leading groups, planning activities, and responding to student incidents.
- Preference is given to candidates who have previous experiences working with youth and the SRU Conference Services and Summer Programs
- Should not be employed elsewhere during their summer employment period.
- Must participate in a training program prior to employment.
- May take 1 (one) class per session while working during the summer. Preference during the interviewing process will be given to applicants not taking summer classes.
- Act 34 clearance approval is a requirement upon employment.
- Employment period extends through August 2009.

### **SUPERVISION RECEIVED**

Assistant Director(s) and Director supervise the Residence Life Senior Housing Assistants. Verbal contact is expected on a regular and frequent basis. Written reports may be expected concerning specific situations. Decisions involving delegated areas should be communicated to the Assistant Director, and are often made with him/her.

### **REMUNERATION**

Compensation is paid at the rate of \$268 per week plus single room for the summer and a 14 meal per week meal plan.