

Housing Assistant Position Description

SUMMER CAMPS & CONFERENCE PROGRAM

It is the purpose of Slippery Rock University to offer to a variety of customers a professionally operated summer camp and conference program. Through proactive planning and effective on-site coordination, this task can be accomplished. The summer Residence Life staff is the most significant factor impacting the decision of groups to select SRU as a camp and conference site and to choose to return to Slippery Rock annually.

BASIC FUNCTION

The Housing Assistant is a 37.5 hour a week position within the Office of Residence Life and the Division of Student Life. Housing Assistants serve during the period of June through August.

RESPONSIBILITIES AND DUTIES

Various groups, with participants ranging from 8 – 17 years of age, come to SRU for Conference Services and Summer Programs ranging from overnight to 2 weeks in length. These “campers” are assigned to rooms in a particular building with camp counselors who come with the groups. It is the responsibility of the Housing Assistant (HA) to be available to assure that SRU policies and safety procedures are adhered to as well as be available to answer questions that the participants may have. Working hours are mostly in the evenings, with some daylight responsibilities, 7 days per week. All HA's are required to live in SRU Residence Halls for the duration of summer employment. Specific responsibilities include:

Position Responsibilities:

Administrative

- HA's will be required to assist with the managing of administrative tasks including:
- Assigning rooms to campers
- Preparation and delivery of rosters to appropriate offices on campus
- Inventory of building keys, key cards, and other items that are job related
- Assessing damages
- Maintaining accurate records for each camp and as directed by supervisors
- Assure that camp and conference participants adhere to University policies

Availability

The summer schedule is often sporadic. Summer camps and conferences do not operate on an 8:00 – 4:00 schedule. Staff must be available when needed. HA staff will be provided information on each camp including check in and check out times. It should be noted that these are approximate times and staff is expected to be flexible with these times. Duty for check in and check out will be scheduled by the building lead for each camp. Time off can be requested between camps by talking with the Building Lead. HA's may be re-assigned to any building as needed to accommodate each camp.

Rights and Responsibilities

- Enforce rules and regulations
- Confront inappropriate behavior
- Report infractions to the appropriate supervisor
- Enforce summer program rules and regulations

Conference Participant Contact

- Maintain visibility with conference participants and staff
- Respond to requests for service or support as necessary

Duty Rotation

- Participate in duty rotation
- Respond to emergencies on a 24-hour basis
- Conduct regular tours of the conference area/building and surrounding area
- Phone/pager/radio when on duty
- HA's are required to be in the building the camp they are assigned duty for from 12 midnight until 8AM the following morning.

Other Duties as Assigned

MIMIMUM QUALIFICATIONS

- Housing Assistants (HA's) must have a minimum overall QPA of 2.00 at the time of application and employment
- Must be a current SRU student, and be registered for class at SRU for fall 2009 semester
- Open to SRU undergraduate students that have lived in SRU residence halls for at least one semester prior to employment and SRU graduate students
- 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
- HA's are required to live in SRU residence hall assigned by staff for the entire length of employment
- Employment period extends through August, 2009

RENUMERATION

Compensation is paid at the rate of \$268.00 per week, plus single room and a 10 meal per week meal plan.

*10 meals per week meal plan will be paid for all employees who complete the entire employment contract period and maintain a favorable performance status. Any employee failing to meet those expectations will be billed for the entire meal plan cost during their period of employment.