PROGRAM ASSISTANT
The Program Assistant (PA) is a paraprofessional who lives on a floor in Weinstein or Founders Hall during the summer and serves as a role model, peer counselor, resource and referral person, advocate, policy enforcer, programmer and leader for residents of the summer housing program. The PA also assists with emergency response and Resource Center staffing/coverage. PAs will report to the Residence Hall Assistant Director (RHAD) and/or the Residence Hall Director (RHD). The Residence Hall Resource Manager will provide secondary supervision.

QUALIFICATIONS
The following qualifications must be met in order to serve in the role.

- **Commitment to community:** PAs must role model and demonstrate strength of character, good judgment, flexibility, responsibility, involvement and commitment to student life and the University.
- **Course Load:** Undergraduate PAs may carry up to 16 credit hours over the summer but enrollment in courses is not required. Graduate PAs may carry up to 9 credit hours over the summer but enrollment in courses is not required.
- **Grade Point Average:** PAs must hold a cumulative 3.0 Grade Point Average at New York University throughout the time of application and appointment. PAs must be a full-time matriculating sophomore, junior, senior or graduate student during the upcoming academic year. Those graduating in May 2018 are ineligible to apply.
- **Selection Process:** PAs must successfully complete the application and selection process.
- **Training:** All PAs must be available and attend in-hall training scheduled in the building. Specific times will be provided with the role offer.
- **University Standing:** PAs must be in good standing at New York University prior to and throughout the period as a paraprofessional.

TERMS OF
The following terms must be accepted in order to serve in the role.

- **Availability:** All PAs are expected to be sufficiently available in the hall to respond to emergency situations that may arise and to maintain regular contact with residents. A team member who is not on duty and who plans to leave the hall for more than a 24 hour period (i.e., weekend) must notify and/or obtain prior permission from hall supervisor.
- **Compensation:** In addition to an invaluable experience in peer leadership and teamwork, during summer, PAs are compensated with a housing/dining grant which is utilized to cover the cost of room and board. PAs are placed in paraprofessional rooms (that may be shared with other team members) or apartments in their assigned hall (that may be shared with other team members or students). Note that paraprofessionals may be moved if needed to accommodate transition and may be placed in a shared space at the beginning and/or end of appointment. **Note that the paraprofessional meal plan of 10 meals and $30 declining dollars a week can only be used when dining halls are open and the University is in session. Team should plan to utilize their meal plan and dining dollars before the meal plan ends.** Paraprofessionals will be compensated with $250 in Campus Cash once the meal plan period concludes. This compensation may impact any Financial Aid award received. For further information, please contact a counselor with the Office of Financial Aid at 212.998.4444.
- **Role Period:** The standard period for the PA role is one summer, starting two days prior to commencement and ending at the conclusion of fall residence hall move-in day. The role period is contingent upon the
successful completion of tasks, assignments and responsibilities and positive performance appraisals by hall supervisor. PAs who leave the role prior to the end of the summer may be subject to summer housing fees, and must vacate or move depending on space availability.

- **Holidays, Emergency Closures, Breaks and Vacation Periods:** While vacation time is not offered, PAs may trade hours with each other, with a supervisor’s advanced approval, to allow for time away. **PAs will not be permitted to be away from campus during the time of the Pre College, SPS programs, Steinhardt and Tisch programs. Dates will be distributed in training.** Some team members may be required to work and/or serve on duty for a portion or all of holidays, emergency closures, breaks and vacation periods when University offices are closed; these include, but are not limited to Independence Day and Memorial Day.

- **Work Load:** PAs should expect about 25 hours per week in the residence hall. These hours will be used at the resource center, team meetings, one on one meetings, interactions with residents, programming responsibilities, and duty. These hours are based on the need of the hall staff and may include both weekday and weekend hours. Please note that the residence hall environment does encounter peak times including opening, closing and transition periods. That said, some weeks more than 25 hours may be needed. When this is the case supervisors will reduce hours in non-peak times to balance out hours.

**PA Outside/Additional Work Policy:** Participation in leadership positions and work experiences are an important part of one’s educational experience. However, since the PA role must be the primary out-of-class activity of those students who are selected, it is paramount that participation in aforementioned activities not be excessive in time required outside the hall and must not come in conflict with the PA role. The PA role requires a minimum of 25 hours per week of contact time within the residence hall during the role period.

PAs who have been awarded work study money through the Office of Financial Aid will not be barred from taking advantage of this type of aid. PAs to whom this applies should discuss their plans with their supervisor before beginning such work to ensure an appropriate and ongoing balance of their involvement in the hall and to the PA role.

**RESPONSIBILITIES**

Each PA is expected to act as a role model and to be aware of the goals and objectives of Residential Life and Housing Services & the Office of University Programs. The primary goal of the PA role is to assist summer program participants and ensure their safe participation in the summer program. The following is a limited summary of the responsibilities of the PA. The PA should be aware that other responsibilities may be assigned by hall supervisors and are encouraged to look to the Residential Life Paraprofessional Handbook for specific protocols and responsibilities.

**Program Responsibilities:**

- Participate in Program Assistant training;
- Conduct pre-program outreach for assigned residents/participants;
- Coordinate and attend weekend and evening programs, floor events and floor dinners, and chaperone events as required by supervisor(s);
- Be available and outreach to students, maintain a presence in the hall;
- Provide high quality, efficient, and positive customer service to summer programs participants;
- Respond to student concerns and help ensure participant safety;
- Monitor curfew and ensure smooth check-in and check-out of IDs every day and night (in a rotation with other team members);
- Act as a representative of Residential Life and Housing Services & the Office of University Programs and serve as a resource when working with residents and guests;
- Complete other tasks as assigned by supervisors.

**Administrative:**

- Participate in weekly team meetings held every Wednesday from 2PM – 4PM;
- Maintain scheduled hours per week at the resource center which may include weekends;
- Provide support for special projects, collateral assignments and/or office/resource center coverage;
- Participate in regular one-on-one meetings and provide regular e-mail updates regarding situations in the hall with supervisor;
- Demonstrate a positive service orientation while performing one’s duties;
- Serve as an advocate for and a representative of residents by communicating concerns to supervisors;

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• Understand the needs, goals and objectives of and act as a liaison between Residential Life and Housing Services and residential students;
• Assist the Housekeeping and Facilities staff in identifying facilities in need of repair or attention;
• Assist in the distribution of loaner keys, linens, packages, and other reception desk services;
• Assist with the facilitation of summer fire drills;
• Participate in other University, Departmental and building activities as assigned;
• Know and implement all administrative and operational procedures of the residence hall office and Resource Center;
• Assist in the preparation of hall for opening and transitions.

Community Development:
• Provide opportunities for meaningful interaction for residents;
• Implement social, educational and academic programs as deemed appropriate;
• Assist residential students in academic, social and personal matters through resource referral;
• Provide guidance and support and role model appropriate behaviors as a responsible community member;
• Be available to residents as a resource, providing residents with information regarding University activities and events through individual contact and group information sharing;
• Provide support for University mediation procedures in roommate and community conflicts through facilitation of roommate/community meetings.

Crisis Response & Policy Enforcement:
• Know, communicate, enforce and abide by existing University and Residence Hall policies and procedures;
• Know and be prepared to enact all emergency and crisis procedures;
• Know University/community resources and make appropriate referrals;
• Keep supervisors informed about all problems and concerns in the hall;
• Maintain appropriate confidentiality while working in coordination with University team members;
• Assist with the student conduct process by submitting timely online incident reports to document situations;
• Participate in on-duty and/or on-call rotational coverage during scheduled evenings, weekends, breaks and holidays.

STATEMENT OF ALCOHOL USE
Paraprofessionals in Residential Life and Housing Services are expected to serve as a role model and uphold department and university policies, as well as local, state and federal laws. There is zero-tolerance for the use of alcohol or other substances in violation of policies or laws or in a manner which puts into question the team member’s ability to exercise sound judgment or serve as an appropriate role model. Team members failing to adhere to these standards will be subject to job action likely resulting in termination from the role. For more specific information on NYU policies please visit the Office of Community Standards website and refer to the Residential Life Paraprofessional Handbook.

STATEMENT OF ETHICAL STANDARDS
Office Residential Life & Housing Services paraprofessionals are required to respect the personal integrity of all residents and assure they be treated in a manner that is fundamentally fair. Team members should refrain from engaging in any behaviors, attitudes, relationships, or actions that:
• would impinge on a resident’s or another team member’s dignity, moral code, privacy, self-worth, and academic, physical, psychological, and/or emotional well-being;
• would seek unjustified personal gains, unfair advantage, unearned goods or services;
• would be considered harassment on the basis of gender, race, sex, sexual orientation, religion, creed, nationality and/or mental disability.

New York University is committed to a policy of equal treatment and opportunity in every respect of its relations with its students, faculty and staff members, without regard to race, color, religion, sex, sexual orientation, marital or parental status, national origin, citizenship status, age, disability, or veteran status. This includes, but is not limited to, recruitment, hiring or appointment, selection for training, transfer, layoff, promotion, granting of tenure, rates of pay and other forms of compensation, and participation in University-sponsored educational, social, and recreational programs.

Due to the population of high school minors engaged in many of our summer programs, once residents move into the
building, **PAs are not permitted to have alcohol in the residence hall, regardless of if they are of legal age.**

**IMPORTANT DATES SUMMER 2018**

- **May 4 & 5:** Training
- **May 14:** Summer Start Date
- **August 8-17:**
  - SAs who have also been selected as fall RAs will transition to their fall spaces on or between August 8-17, depending on space availability, in order to attend fall RA training.
  - SAs who have a confirmed fall assignment will transition to their fall space on or between August 8-17, depending on space availability, but will maintain scheduled resource center hours in the hall of summer assignment through Sunday, August 26.
- **August 10:** SAs who do not have a fall housing assignment must move out by Friday, August 10 but will maintain scheduled resource center hours until Sunday, August 26.
- **August 11-25:** Dining halls closed. Please use the $250 Campus Cash provided for meals.
- **August 26:** Role ends after fall move-in concludes. PAs will assist at their assigned summer hall on fall move-in day.