Office of Residential Life & Housing Services

Position Description:
SUMMER RESOURCE CENTER ASSISTANT

The Summer Resource Center Assistant (SRCA) is a paraprofessional staff member who assists in the implementation of the residential life and housing program. The SRCA reports primarily to the Residence Hall Resource Manager (RHRM).

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

- **Course Load:** Undergraduate SCRs may carry up to 16 credit hours over the summer but enrollment in courses is not required. Graduate SCRs may carry up to 9 credit hours over the summer but enrollment in courses is not required.
- **Grade Point Average:** SRCAs must hold a cumulative 3.0 Grade Point Average at New York University throughout the time of application and appointment. SRCAs must be a full-time matriculating sophomore, junior or graduate student during the upcoming academic year.
- **Disciplinary, Financial and Academic Standing:** SRCA must be in good academic and disciplinary standing at New York University prior to and throughout the period of employment.
- **Selection Process:** SRCA must successfully complete the application and selection process.
- **Commitment to community:** SRCA must role model and demonstrate strength of character, good judgment, flexibility, responsibility, involvement and commitment to student life and the University.
- **Training:** SRCA must attend training in May (Date TBD), 2015 and any training to be scheduled by in-hall supervisor.
- **University Standing:** SAs must be in good standing at New York University prior to and throughout the period of employment.

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

- **Availability:** All SRCAs 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 staff member 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, SRCAs are compensated with a housing/dining grant which is utilized to cover the cost of room and staff meal plan. Note that staff may be moved if needed to accommodate transition. **Note that the staff meal plan of 8 meals and $30 dining dollars a week may only be used when dining halls are open and the University is in session. Staff should plan to utilize their meal plan and dining dollars before the meal plan ends.** 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.
- **Employment Period:** The standard employment period for the SRCA position is one summer, starting two days prior to commencement and ending on fall residence hall move-in day. The period of employment is contingent upon the successful completion of tasks, assignments and responsibilities and positive performance appraisals by hall supervisor. SRCAs who leaves the position prior to the end of the summer may be subject to all summer housing fees, and must vacate or move depending on space availability.
• **Holidays, Breaks and Vacation Periods:** While vacation time is not offered, SRCAs may rearrange scheduled hours, with a supervisor’s advanced approval, to allow for time away. Some staff will be required to work holidays.

• **SRCA Outside/Additional Work Policy:** The SRCA position must be the primary position of those students who are selected; it is paramount that participation in outside activities and commitments not be excessive in time required outside the hall and must not come in conflict with the SRCA position. SRCAs 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. SRCAs 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 SRCA position.

**RESPONSIBILITIES**

Each SRCA is expected to act as a role model and to be aware of the goals and objectives of the Office of Residential Life and Housing Services. The primary goal of the SRCA position is to assist in the operation and management of the residential life and housing program. The following is a limited summary of the responsibilities of the SRCA. The SRCA should be aware that other responsibilities may be assigned by hall supervisors and are encouraged to look to the Residential Life Student Staff Handbook for specific protocols and position responsibilities. The SRCA position is a 25 hour per week position. These hours will be used to assist with Resource Center operations and for responding to Resource Center concerns. Please note this position may include weekend work. Due to issues and conditions within a particular hall, the 25 hours may vary per week, as well as the given tasks and responsibilities.

- Assist in the overall management of the housing program and Resource Center
- Mentor and provide support for hall Summer Assistants
- Provide high quality, efficient, and positive customer service to residents
- Act as a representative of the Office of Residential Life and Housing Services and serve as a resource when working with residents and guests
- Demonstrate a positive service orientation while performing one’s duties
- Know and implement all administrative and operational procedures of the residence hall office and Resource Center
- Complete all assigned administrative tasks in a timely and accurate manner
- Assist in the distribution of loaner keys, packages, and other reception desk services
- Assist the Housekeeping and Facilities staff
- Know, communicate, enforce and abide by existing University and Residence Hall policies and procedures
- Be prepared to make referrals in the event of an emergency or crisis
- Know University/community resources and make appropriate referrals
- Keep supervisors informed about all problems and concerns on the floor
- Assist in management of space requisition process
- Maintain appropriate confidentiality while working in coordination with University staff
- Assist with summer fire drills
- Complete other tasks as assigned by hall staff

**STATEMENT OF ALCOHOL USE**

Student staff members in the Office of 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 staff member’s ability to exercise sound judgment or serve as an appropriate role model. Staff members failing to adhere to these standards will be subject to job action likely resulting in termination from the staff position. For more specific information on NYU policies please visit the Office of Community Standards website and refer to the Residential Life Student Staff Handbook.

**STATEMENT OF ETHICAL STANDARDS**

SRCAs are required to respect the personal integrity of all residents and assure they be treated in a manner that is fundamentally fair. SRCAs should refrain from engaging in any behaviors, attitudes, relationships, or actions that:

Updated March 18, 2014
• would impinge on a resident’s or another staff 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.
• Would violate university, local, state, and federal laws.

New York University is committed to a policy of equal treatment and opportunity in every respect of its relations with its 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. 1/09

Important Dates

• May 18th: Position Start Date
• May TBD: Training
• August 12th-15th
  o SRCAs who have also been hired as fall RAs will transition to their fall spaces on or between August 12-15th*, depending on space availability, in order to attend fall RA training.
  o SRCAs who have a confirmed fall assignment will transition to their fall space on or between August 12th-15th*, depending on space availability, but will maintain scheduled resource center hours in the hall of summer assignment through Sunday, August 30th.
• August 14th: SRCAs who do not have a fall housing assignment must move out by Friday, August 14th but will maintain scheduled resource center hours until Sunday, August 30th.
• August 16-30th: Dining halls close. No additional meals or compensation will be provided.
• August 30th: Position End Date