Office of Residential Life & Housing Services

SUMMER ASSISTANT

Position Description

The Summer Assistant (SA) is a paraprofessional staff member who lives on a floor in an undergraduate or graduate residence hall 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 SA also assists with daily emergency coverage. The SA reports to the Residence Hall Resource Manager (RHRM). The Residence Hall Director (RHD) and Residence Hall Assistant Director (RHAD) provide secondary supervision.

QUALIFICATIONS

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

- **Commitment to community**: SAs must role model and demonstrate strength of character, good judgment, flexibility, responsibility, involvement and commitment to student life and the University.
- **Course Load**: Undergraduate SAs may carry up to 16 credit hours over the summer but enrollment in courses is not required. Graduate SAs may carry up to 9 credit hours over the summer but enrollment in courses is not required.
- **Grade Point Average**: SAs must hold a cumulative 3.0 Grade Point Average at New York University throughout the time of application and appointment. SAs must be a full-time matriculating sophomore, junior or graduate student during the upcoming academic year.
- **Selection Process**: SAs must successfully complete the application and selection process.
- **Training**: All SAs must be available and attend training on May 5 & 6, 2017 and in-hall training scheduled in the building. Specific times will be provided with the position offer.
- **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 SAs 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 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, SAs are compensated with a housing/dining grant which is utilized to cover the cost of room and board. SAs are placed in staff rooms (that may be shared with other staff members) or apartments in their assigned hall (that may be shared with other staff members or students). Note that staff may be moved if needed to accommodate transition. Note that the staff 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. Staff should plan to utilize their meal plan and dining dollars before the meal plan ends. Staff 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.
- **Employment Period**: The standard employment period for the SA 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. SAs who leave 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, SAs may trade hours with each other, with a supervisor’s advanced approval, to allow for time away. Some staff will be required to work summer holidays including Independence Day and Memorial Day.
- **Outside/Additional Work**: The Summer Assistant position must be the primary position of those selected; it is paramount that participation in any outside work or activities not come in conflict with the position or require excessive
time outside the hall. Permission must be granted by hall supervisors if employment outside of this position is desired. Those 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. Should this apply to you please discuss your plans with hall supervisors before beginning such work.

- **Work Load:** SAs should expect about 25 hours per week in the residence hall. These hours will be used in staffing the resource center, staff meetings, one on one meetings, interactions with residents 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 work 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.

**RESPONSIBILITIES**

In addition to the list below, other duties will be assigned as needed by the hall supervisors. RAs are encouraged to review the Residential Life Student Staff Handbook for specific protocols and position responsibilities.

**Administrative:**
- Participate in weekly staff meetings held during business hours;
- Maintain 20 scheduled hours per week at the resource center which may include weekends;
- Provide staffing 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;
- Understand the needs, goals and objectives of and act as a liaison between the Office of 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, 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;
- Assist in building orientations held throughout the summer as needed;
- 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 staff;
- 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**

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.

Updated February 10, 2017
STATEMENT OF ETHICAL STANDARDS
Office Residential Life & Housing Services staff members are required to respect the personal integrity of all residents and assure they be treated in a manner that is fundamentally fair. Staff should refrain from engaging in any behaviors, attitudes, relationships, or actions that:

- 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.

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.

IMPORTANT DATES SUMMER 2017

- May 5th & 6th: Training
- May 15th: Position Start Date
- August 9th-18th
  - SAs who have also been hired as fall RAs will transition to their fall spaces on or between August 9-18th, 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 9th-18th, depending on space availability, but will maintain scheduled resource center hours in the hall of summer assignment through Sunday, August 28th.
- August 11th: SAs who do not have a fall housing assignment must move out by Friday, August 11th but will maintain scheduled resource center hours until Sunday, August 27th.
- August 13-26th: Dining halls close. Please use the $250 Campus Cash provided for meals.
- August 27th: Position End Date