SUMMER RESOURCE CENTER ASSISTANT

The Summer Resource Center Assistant (SRCA) is a paraprofessional 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 role.

- **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:** SCRs must hold a cumulative 3.0 Grade Point Average at New York University throughout the time of application and appointment. SCRs 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:** 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 central training 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 role period.

TERMS

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

- **Availability:** All SCRs 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 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, SCRs are compensated with a housing/dining grant which is utilized to cover the cost of room and board. SCRs 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. Paraprofessionals 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.

Updated March 14, 2018
• **Role Period:** The standard period for the SRCA 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. SRCAs 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, SRCAs may trade hours with one another, with a supervisor’s advanced approval, to allow for time away. 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.

• **SRCA Outside/Additional Work Policy:** The SRCA role must be the primary commitment 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 role. 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 role.

**RESPONSIBILITIES**

Each SRCA is expected to act as a role model and to be aware of the goals and objectives of Residential Life and Housing Services. The primary goal of the SRCA 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 Paraprofessional Handbook for specific protocols and responsibilities. The SRCA role is a 25 hour per week opportunity. These hours will be used to assist with Resource Center operations and for responding to Resource Center concerns. Please note this role 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 other paraprofessionals
- Provide high quality, efficient, and positive customer service to residents
- Act as a representative 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 in hall
- 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**

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
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.

IMPORTANT DATES SUMMER 2018

• May 4 & 5: Training
• May 14: Summer Start Date
• August 8-17:
  o SRCAs who have also been selected as fall RA/RCAs will transition to their fall spaces on or between August 8-17, depending on space availability, in order to attend fall RA/RCA training.
  o SRCAs 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: SRCAs 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. SRCAs will assist their assigned summer hall on fall move-in day.