

Summer Resident Assistant Job Description



The Summer Resident Assistant is a member of the Residence Life and Housing Summer Operations team. These staff members are crucial to the daily operations of summer conference and housing program. The summer school residence hall is open to students who are taking classes over the summer as well as various conference groups. Residence Life and Housing also hosts a number of conferences over the summer that are housed throughout other residence halls. The Summer RA is responsible for the execution of both the summer housing program and the conference program, and performs various tasks to support the overall summer operation of our department. Below is a summary of the responsibilities and terms of the position.

I. Expectations / Responsibilities

- A. Participate in a pre-service training program during the spring 2018 semester and on-going training and/or meetings during the term of employment.
- B. Perform on-call responsibilities as directed by the Summer School Residence Hall Director.
 - a. Remain in the building between the hours of 4:00 p.m. to 8:00 a.m.
 - b. Direct emergency evacuation procedures.
 - c. Complete rounds at least three times a day, and serve as a resource person to students and guests while on duty.
 - d. Perform other duties as assigned.
- C. Perform programming and community enrichment activities as assigned.
 - a. Coordinate at least one (1) program/social per session (4 sessions) for the summer.
- D. Perform administrative tasks associated with the housing of summer school students.
 - a. Check-in/out procedures.
 - b. Make room assignments.
 - c. Plan and execute floor meetings.
- E. Perform functions associated with desk operation in the building.
 - a. Complete a minimum 3 hours at the front desk while on duty.
 - b. Work additional desk hours as assigned.
- F. Perform tasks in conference residence halls as directed by Summer Conference Coordinators.
 - a. Perform on-call responsibility in conference halls.
 - b. Remain overnight in a conference hall.
 - c. Serve as the liaison person between conference participants and the Conference Coordinators.
 - d. Provide positive customer service.
 - e. Complete paperwork.
 - f. Organize the desk, keys, equipment as well as other tasks as assigned.
- G. Perform administrative tasks associated with the housing of conference guests.
 - a. Prepare check-in packets.
 - b. Compile housing data.
 - c. Prepare rooms, including making beds as needed.
 - d. Prepare fliers, posters, and informational signs.
 - e. Check-in/out conference guests.
- H. Perform functions associated with the desk operation in conference buildings.
 - a. Serve as receptionist on a scheduled basis as well as support functions of any additional program services.

II. Terms of Employment

- A. The Summer RA position is a full summer commitment.
- B. Summer RA's must work the dates listed in the contract (May 12, 2018 through August 19, 2018).
 - a. Guarantee 15 hours per week of availability.
 - b. Outside employment cannot exceed 14 hours per week and must have approval of Assistant Director.
 - c. Move into summer school building no later than noon on Sunday, May 13, 2018.
 - d. Final date of employment is Sunday, August 19, 2018
- C. Summer RA's are required to work all high volume periods and specific conferences. Time off may be restricted during these conferences.
 - a. Alumni Weekend (June 6 – 10, 2018)
 - b. Genius Olympiad (June 11 – 28, 2018)
 - c. Harborfest (July 26 – 31, 2018)
 - d. Additional conferences as set by the department.
- D. Failure to meet the responsibilities of the position, misconduct and/or any violation of College policy may be grounds for personnel action (i.e. warning, employment probation, or termination).
- E. Vacation
 - a. 10 days away during the term of employment.
 - b. Time away may not be granted during high volume periods.

III. Qualifications

- A. Must be a student at SUNY Oswego prior to any period of employment.
- B. Candidates must be living on campus for the fall 2018 semester.
- C. Completed a minimum of 30 semester hours.
- D. Must have a Cumulative Grade Average of 2.40 and a semester average of 2.00 beginning with the semester prior to this appointment. At no point can either average be below 2.00.
- E. Preference will be given to individuals with prior RA/RM/VCA/GRM experience and available all 4 summer sessions.
- F. Applicants cannot be on Disciplinary Probation at the time of appointment or during employment and are subject to academic and conduct checks prior to appointment.

IV. Compensation

- A. A single room waiver for the term of employment.
- B. Basic phone service during period of employment, and ResNet.
- C. A partial meal plan.
 - a. 8 Meals a week when the dining halls are open.
 - b. \$65 Laker Dining Dollars per week when the dining hall is closed.
 - c. Additional Laker Dining Dollars can be purchased through ID & Dining in 504 Culkin.
- D. All conference related and other paid work will be paid at SUNY minimum wage.
- E. There will be \$15 Laker Dining Dollars of compensation for each night the Summer RA is asked to stay overnight in a conference hall.