Summer Resident Assistant
Job Description Summer 2017

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. The Summer Resident Assistant also acts as a conference assistant performing various tasks in buildings where conferences are located. Below is a summary of the responsibilities and terms of the position.

I. Expectations / Responsibilities
   A. Participate in a pre-service training program prior to employment and on-going training and/or meetings during summer employment.
   B. Perform on-call responsibilities as directed by the Summer School Residence Hall Director.
      a. On-call responsibilities include being in the designated building between the hours of 4:00 p.m. to 8:00 a.m.
      b. Directing emergency evacuation procedures.
      c. Doing rounds at least three times a day, and being a resource person to the summer students.
      d. Other duties that may be assigned.
   C. Perform programming and community enrichment activities as assigned.
      a. Each summer RA will be responsible for coordinating 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. Making room assignments.
      c. Planning and executing floor meetings.
   E. Perform functions associated with desk operation in the building.
      a. Each RA is required to complete at least 3 hours at the front desk when on duty.
      b. Perform additional desk hours as required.
   F. Perform tasks in conference residence halls as directed by Summer Conference Directors.
      a. Perform on-call responsibility in a conference halls.
      b. Staying overnight in a conference hall.
      c. Working as the liaison person between conference participants and the Summer Conference Directors.
      d. General customer service activities.
      e. Completing paperwork.
      f. Organization of desk, keys, equipment as well as other tasks as assigned.
   G. Perform administrative tasks associated with the housing of conference guests.
      a. Preparation of check-in packets.
      b. Compilation of housing data.
      c. Preparation of rooms, including making beds.
      d. Preparation of fliers, posters, and informational signs.
      e. Working check-in/out of conference guests.
   H. Perform functions associated with the desk operation in conference buildings.
      a. Serving as receptionist on a scheduled basis as well as supporting 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 (all 4 sessions).
   a. During the term of appointment, Summer RA's may hold other employment or internship that
does not conflict with availability for, and performance of Summer RA duties. Summer RA’s
are to guarantee 15 weekly hours of availability to Residence Life and Housing. Outside
employment is not to exceed fourteen hours (14) per week, and must have the approval of the
Summer Hall Director and Community Development Specialist (CDS).
C. Summer school is scheduled for May 13, 2017 through August 18, 2017.
   a. However, you will be required to move into Hart Hall no later than noon on Sunday, May 14.
All summer residents will be required to move into Funnelle Hall, Friday, May, 19. Actual
move date and times are TBD and are subject to change based on summer needs. The final
date of Summer RA employment will be Saturday, August 18, 2017; however, some
opportunities may exist in for staff wishing to work in post-summer housing.
D. Summer RA’s are required to work all blackout periods.
(6/10/2017 – 6/18/2017), and Harborfest (7/25/2017 – 8/1/2017), and are subject to change
based on department or group needs.
E. 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).

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 2017 semester, and have completed a minimum of
30 semester hours.
C. 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.
D. Preference will be given to individuals with prior RA/RM/VCA/GRM experience and available all 4
summer sessions.
E. 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.
B. Basic phone service during period of employment, and ResNet.
C. A partial meal plan each week. Larger meal plans must be paid for in advance of the summer school
session by the RA.
D. All conference related and other paid work will be paid at SUNY minimum wage.
E. There will be a $15 Laker Dinning Dollars of compensation for each night the Summer RA is asked
to stay overnight in a conference hall.
F. Summer RAs will be given 10 days off including weekends during the 4 sessions of summer.
   a. Days off cannot be used during blackout periods or other times set by the Summer School
Hall Director. Special circumstances will be considered on a case by case basis.