

# RESIDENCE LIFE EARLY ARRIVAL DESK ASSISTANT

## Position Summary

The Early Arrival Assistant (EADA) is a student staff position that assists with the preparation and check-in process for all resident students returning to Residence Halls prior to the official August check-in weekend. EADAs are integral parts of the Residence Life summer staff responsible for the following tasks, including but not limited to, auditing keys, checking spaces and granting access to student housing assignments. This position is up to 20 hours per week.

**Employment is from July 29, 2024 – August 22, 2024.**

## Terms of Employment

As student staff members employed by Residence Life, EADAs must adhere to the following terms:

- Policies: EADAs will abide by all University policies and procedures and the Student Code of Conduct.
- Hours and Shifts: EADAs may work up to 20 hours per week, typically split into multiple 4 hour shifts each week. Shifts occur between the hours of 8:00 am – 8:00 pm every day while the EA Desk is open. The early arrival desk formally opens for shifts in early August. Once assigned to a shift, EADA staff members are responsible for being present or confirming another staff member is switching shifts/covering that time for them. If a staff member is unable to secure coverage, they will need to be present.
- Weekends and Evenings: The early arrival desk is open seven days a week from 8:00 am – 8:00 pm. EADA staff will work weekends and evenings to cover shifts as needed.
- Supervision: EADAs will be directly supervised by the Assistant Director for Housing Operations.
- Training: EADAs are expected to attend **ALL** training sessions to prepare staff to fulfill the duties of the position. This two-day training will occur at the end of July in your first two days.

## Position Tasks & Responsibilities

Overview of EDA Staff tasks:

- Assist with the transition between summer school, camps & conferences, and early arrival students
- Check open spaces and complete Room Condition Reports (RCRs) for early arrivals and fall check-in
- Complete a key audit for each neighborhood and prepare keys for pick-up upon check-in
- Assist with student check-ins at the Early Arrival Desk in 4-hour shifts between 8:00 am - 8:00 pm
- Provide administrative support and customer service to Residence Life and students arriving to campus
- Other related duties as assigned by Residence Life supervisor

## Physical Demands

While performing these position duties, student staff are regularly required to sit, reach, talk, and hear. Student staff are also required to stand, walk, stoop, kneel and crouch. Student staff must occasionally lift and/or move up to 20 pounds.

## Remuneration and Qualifications

The remuneration for this EADA position includes early arrival check-in availability for students with an on-campus housing assignment for Fall semester and a pay rate of \$13/hour for hours worked.