

# RESIDENCE LIFE SUMMER FACILITY ASSISTANT

## Position Summary

Summer Facility Assistants (SFA) assist with the facilitation of Residence Life processes such as ensuring housing facilities are prepared for summer housing and camps and conferences (C&C) as transitions occur. SFAs also assist with other tasks related to Residence Life and summer housing transitions, including but not limited to, checking residents in and out of spaces.

**Employment dates: May 28, 2024 – August 1, 2024.**

## Position Tasks & Responsibilities

- Prepare for summer housing and camps and conferences check-ins (e.g. completing room condition reports, gathering and distributing keys, distributing linens, delofting beds etc.)
- Complete check-out processes for summer housing and camps and conferences (e.g. documenting room damages, auditing keys, removing linens, damage billing etc.)
- Conduct health and safety checks ensuring students living spaces abide by established guidelines.
- Assist apartment neighborhoods staff (e.g. health and safety checks, parent eye checks, walkthroughs, etc.)
- Assist with coordinating furniture moves across campus neighborhoods as renovations or furniture upgrades occur
- Assess condition of furniture in common areas, safety concerns, and maintenance issues across housing facilities
- Report concerns and complete all required documentation (incident reports, fixits, etc.). in a timely manner
- Assist with Early Arrival Desk preparation and Housing Operations and Facilities needs as they arise
- Provide administrative support and customer service in the Residence Life central office as needed
- Other related duties as assigned by the Graduate Intern or Community Director

\*Serve in on-call rotation if living on campus (e.g. respond to calls, lockouts, other issues; complete neighborhood walks; etc.)

## 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 25 pounds.

## Terms of Employment

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

- Policies: SFAs will abide by all University and Residence Life policies and procedures and the Student Code of Conduct.
- Hours and Shifts: SFAs will work 20 hours per week, typically split into 5 shifts each week. Shifts are from 9:00am – 1:00pm and/or 1:00 – 5:00pm each weekday, and shifts are covered by all the SFAs.
- Weekends and Evenings: SFAs will work some weekends and evenings to assist with summer housing/C&C tasks.
- Supervision: SFAs will be directly supervised by a Graduate Intern and the Community Director (CD) working with summer camps and conferences.
- Training & Staff Development: SFAs are expected to attend **ALL** training sessions and staff meetings unless a written request has been submitted and approved by the supervisor. Training will take place during your first few days in the position. Staff meetings will occur weekly on Wednesdays at 1pm.
- Vacation/Time Off: SFAs are allowed up to 5 business days of vacation/time off. The vacation/time off is unpaid and must be approved by the Graduate Intern or CD at least two full weeks in advance.

\*On-Call: SFAs who choose to help serve in the summer on-call rotation will be compensated the cost of a single room for summer sessions provided as a room credit and will be provided a complementary MicroFridge. The SFA on-call will carry the on-call phone and be available to answer and respond to all incoming calls at all hours of on-call shift.

## Qualifications and Remuneration

The SFA position is a student leadership position that requires 20 hours per week for each summer session at a pay rate of \$13/hour for hours worked. To be eligible, students must be enrolled as a degree-seeking student at Elon University and hold a minimum 2.5 semester and cumulative GPA. Previous experience living on campus, with student leadership, and sophomore status or higher by the time of employment are preferred. Candidates should be organized, responsible, self-motivated, hardworking and critical thinkers.

SFAs willing to serve in the on-call rotation will also be compensated the cost of a single room for summer sessions provided as a room credit and will be provided with a complementary MicroFridge.