

RESIDENCE LIFE SUMMER FACILITY ASSISTANT

Position Summary

Summer Facility Assistants (SFAs) assist with the facilitation of Residence Life processes such as ensuring housing facilities are prepared for summer housing, camps and conferences (C&C), early arrivals, and Fall opening. SFAs assist with tasks related to Residence Life and housing transitions, including but not limited to auditing and packaging keys, checking spaces, health and safety room checks, and checking in students. **Employment dates: May 26, 2026 – August 20, 2026.**

Position Tasks & Responsibilities

- Prepare for summer housing, camps and conferences, early arrival fall housing check-ins, and preparing for incoming students (e.g. completing room inspection reports, gathering and distributing keys, 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.
- 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 coordinating furniture moves across campus neighborhoods as renovations or furniture upgrades occur
- Assist with Early Arrival Desk (EAD) key preparation and Housing Operations and Facilities needs as they arise
- Coordinate and staff the EAD in shifts across seven days a week, 8am-8pm, late July to late August.
- Provide administrative support and customer service in Residence Life offices as needed
- Other related duties as assigned by the Graduate Intern, Community Director, or Central Office Staff.

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

Terms of Employment

As student staff members employed by Residence Life, 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 during summer sessions. Shifts are 9:00am – 1:00pm and/or 1:00 – 5:00pm each weekday during summer sessions. After summer sessions, SFAs will receive a schedule to staff the EAD while it is open seven days a week, 8am-8pm, late July to late August.
- Weekends and Evenings: SFAs will work some weekends and evenings from late July to late August to cover the EAD.
- Supervision: SFAs will be directly supervised by a Graduate Intern and the Community Director (CD) working with summer housing/camps and conferences, and additional oversight and supervision by the Central Office Staff.
- 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 including an all-day training Tuesday, May 27. 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. No vacation/time off is approved in August.

*On-Call: SFAs who choose to help serve in the summer on-call rotation will also be assigned a free single room for summer sessions and will be provided a complimentary 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 an 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 assigned a free single room for summer sessions and will be provided with a complimentary MicroFridge.