2018 SUMMER ASSISTANT POSITION AGREEMENT

Title: Summer Assistant

Division/Department: Student Affairs / Residential Life

Reports To: Summer Housing Resident Director (RD)

Employment Dates: May 21, 2018 to August 24, 2018. Weekday and weekend hours will be necessary during check-in and check-out periods.

Position Summary
The Summer Assistant (SA) is a key member of the Office of Residential Life’s summer staff. The SAs responsibility, under the direction of the Summer Housing Resident Director is to assist residents, serve as a resource person, facilitate community development, plan and implement programs, educate about and enforce policies, assist with administrative and logistical tasks for conferences and summer project, and other additional duties as assigned. SAs are expected to assign priority to their SA position over all other non-academic activities.

Serving as an SA requires active interest and participation in all aspects of residential living. The SA position is a summer appointment beginning at 8:00am on May 21, 2018 and ending at 7:00pm on August 24, 2018. SAs are compensated for their position by receiving housing and a $800.00 Hawk Cash stipend that can be used anywhere Hawk Cash is accepted. The Hawk Cash stipend is distributed in two $400.00 increments. The first $500.00 will be distributed on May 20, 2018 and the second $400.00 increment will be distributed on July 15, 2018.

The SA is required to fulfill the requirements listed below for appointment to and continued employment within the Office of Residential Life.

Position Qualification
Qualified Applicants for the RA position will show evidence of:
A. An understanding of and interest in working with residential students.
B. A sensitivity to and a desire to work with a diverse student population.
C. A desire to act as a resource for and provide assistance to residential students.
D. A desire to build an equitable and harmonious community focused on student growth and success.
E. Experience communicating and building relationships with individuals and groups.

Qualified applicants will meet these criteria:
A. Have a minimum of 24 credit hours earned and not be a first year student at time of employment.
B. Be available to work the dates of employment listed above.
C. Be enrolled as a residential student at the University of Hartford for the Fall 2018 semester.
D. Be available for SA training on 5/12/18 from 11-5pm
E. Have not been found responsible for significant policies as listed in the Source.
F. Inform the Summer Housing RDs if planning to leave campus for more than 3 consecutive days (note: such requests require advance notification).
G. Weekends and weekday hours are to be expected and are mandatory.
H. Attend training sessions scheduled throughout the summer.
I. Attend weekly staff meetings each Wednesday from 3:30pm – 4:30pm.
J. Maintain availability* during specific day time hours to assist with resident check-in and check-outs. These hours will be provided by the Summer Housing RDs. These dates and hours include, but are not limited to the following:

**CHECK-IN DATES:**
- Sunday, May 20, 2018 from 10am – 4pm
- Monday, May 21, 2018 from 10am – 4pm
- Sunday, July 8, 2018 from 10am – 4pm
- Monday July 9, 2018 from 10am – 4pm

**CHECK-OUT DATES:**
- Monday, June 4, 2018 from 10am – 4pm
- Tuesday, June 5, 2018 from 10am – 4pm
- Monday, July 2, 2018 from 10am – 4pm
- Tuesday, July 3, 2018 from 10am – 4pm
- Monday, July 16, 2018 from 10am – 4pm
- Tuesday, July 17, 2018 from 10am – 4pm
- August 14-17, 2018 from 10am – 4pm

*Not all SAs need to work all check-in and check-out shifts

**Employment Competencies**
Resident Assistants must consistently demonstrate the ability to act as a role model and peer educator capable of sound judgment and good decision making. Serving as a role model applies on and off campus, during and outside of scheduled duty shifts. The RA is always expected to

A. Support and uphold University policies.
B. Maintain and respect privacy when handling resident and community issues.
C. Communicate and engage with others regardless of perceived or actual differences
D. Respond to student crises.
E. Care for oneself (yourself) in a responsible manner.
F. Care for others in a responsible manner.
G. Live as a responsible community member.

**Position Responsibilities**

A) Residential Learning, Development, and community building

SAs will:
- a. Be present and visible within your assigned residential community.
- b. Develop relationships with residents in their community.
- c. Advise residents in personal, social, and academic matters; making referrals as appropriate.
- d. Provide support and resources as needed.
- e. Facilitate community meetings as outlined by your RD.
- f. Develop an inclusive community, respectful of differences, that fosters learning and education
- g. Create a community where everyone feels welcome, valued, and respected.
- h. Facilitate the creation of community standards within your area each semester.
- i. Assist residents with roommate conflicts and facilitate roommate mediations as directed by your RD.

B) Programs, community building and event planning

RAs will:
- a. Plan, organize and implement programs, community builders, and activities.
- b. Design and maintain educational bulletin boards.
- c. Create door decorations/tags for each of your residents.
C) Policy management, crisis response and duty
RAs will:
   a. Perform on duty responsibilities (on a rotating schedule), including necessary rounds,
documentation, and emergency response. SAs are on duty from 4:30 pm - 8:30 am Sunday to Thursday and 4:30 pm - 4:30 pm Friday, Saturday and holidays. During holidays, weekends, class cancellations, and emergency situations SAs will be on duty for a 24 hour period and will serve in an on duty capacity from the time they start duty at 4:30 pm till the next day when they return their duty keys at 4:30 pm. Complete a minimum of one hour of a duty shift will be completed in the area office “duty box” at the beginning of every duty shift.
   b. Consistently confront policy infractions immediately and assertively.
   c. Enforce all university policies and educate residents about the regulations and guidelines outlined in The Source (Student Handbook) and the Agreement for University Housing (this includes reading and understanding the policies in The Source and University Housing Contract as well).
   d. Submit documentation of all incidents through the StarRez Incident Communication Form. Complete a detailed duty log each night you are on duty using Roompact Software
   e. Be present during and assist with the management of emergency/crisis situations as instructed by Residential Life professional staff.
   f. Serve as a Campus Security Authority with regard to Clery Act reporting.
   g. Contact Public Safety and/or the RD on Duty when necessary or when further support is needed

D) Administrative Functions
RAs will:
   a. Complete administrative responsibilities in a timely manner including responding to email messages
   b. Assist with the following administrative functions:
      i. Staff Recruitment and Selection (professional staff)
      ii. Staff Development (includes trainings, staff meetings, and individual meetings)
      iii. Emergency/Crisis Situations
   c. Be thoroughly familiar with the RA Resource Manual and RA Incident Response Guide
   d. Check your University of Hartford email, Blackboard, and RoomPact accounts at least once per day.
   e. Attend and participate actively in Summer Assistant staff development hosted by the Office of Residential Life, which includes:
      i. Summer Assistant Training Sessions
      ii. Weekly staff meetings (every Wednesday from 3:30 pm to 4:30 pm)
      iii. Bi-weekly one-on-one meetings with Summer Housing RD
      iv. Additional training workshops or departmental events as needed
   f. Assist with any logistical operations associated with New Student Orientation and Summer Conferences, which may include preparing keys, inspecting rooms, and programming ID cards.
   g. Assist with any assigned special projects to help prepare for opening and the 2018-2019 academic year.
   h. Conduct room inspections at the beginning and end of each semester.
   i. Conduct monthly health and safety inspections; life safety inspections and submit required documents.
   j. Report maintenance and facility concerns in a timely manner

ADDITIONAL RESPONSIBILITIES:
   A. Perform other SA-related responsibilities or duties as assigned by the Office of Residential Life.
   B. Positively contribute to the development and function of your staff team

It is essential that each Summer Assistant perform all expectations listed on this position description. In the event that a staff member does not fulfill the responsibilities of the position, that staff member will be subject to a disciplinary review in an effort to address or correct the performance issue(s).
Terms and Conditions of Employment

RAs will:

A. Uphold the University’s housing agreement, and not be found in significant violation of policies as cited in *The Source*.

B. Be responsible for release keys, master keys, office keys and/or swipe card. Loss of any of these may result in termination from the RA position and financial responsibility for the cost of lock changes.

C. Abstain from alcohol consumption, use of over-the-counter medication that can lead to drowsiness, or use of sleep aids 8 hours prior to the start of or during any duty shift/RA responsibilities.

D. Adhere to the RA Confidentiality Agreement.

E. Serve as a role model to all community members and to each other within and outside of the University community. Act in an ethical manner and demonstrate responsible decision making at all times. Enforce and adhere to all policies outlined in *The Source*, Housing Agreement, and the RA Incident Response Guide.

F. Serve as a University ambassador; represent the Office of Residential Life, Division of Student Affairs, and the University of Hartford in a positive and exemplary manner to students, parents, and outside community members.

G. Fulfill all SA related responsibilities outlined in the SA position agreement, the RA Resource Manual, the RA Accountability Guide, the RA Incident Response Guide, and any additional responsibilities as directed by your RD, the Assistant Director for Community Development, and/or other Residential Life staff.

H. Provide excellent customer service to all community members and visitors as a representative of the Department of Residential Life and the Division of Student Affairs.

COMPENSATION:

Compensation for the Summer Assistant position includes a housing assignment in a single room. In addition, Summer Assistants receive an $800.00 Hawk Cash Stipend paid out in two $400.00 increments.

I have read and fully understand the Office of Residential Life Summer Assistant Agreement. My signature below indicates my full acceptance and understanding of the position and its requirements. I also understand that failure to fulfill my duties may cause my employment and this agreement to be terminated by the Office of Residential Life.

________ [Printed Name] __________ [Signature] __________ [Date]