

## **Building Services Student Assistant**

### **Job Description**

#### **Student Housing & Residence Life**

#### **California State University, East Bay**

##### **A. Position Description**

The California State University, East Bay (CSUEB) Student Housing and Residence Life (SHRL) department provides student centered programs, services and facilities that foster a safe, inclusive and vibrant residential learning community. In conjunction with the mission of the University and the Division of Student Affairs, SHRL works to engage all residential students in their holistic development and academic success towards retention, graduation and future endeavors.

##### **B. Qualifications**

B.1 Successful candidate must be enrolled as a full-time student at California State University, East Bay. Full time enrollment is defined as 12 units for an undergraduate student and 8 units for a Master's candidate.

B.2 Possess minimum cumulative and quarter GPA requirement of 2.3.

B.3 Be in good judicial standing with Student Housing and Residence Life.

B.4 Available to work up to 10 hours a week, during normal business hours, Monday through Friday from 8AM to 5PM. Student Assistant will be asked on occasion to work evening and/or weekend hours but will receive adequate notice of these dates for planning purposes.

B.5 Strong customer service and administrative skills.

B.6 Ability to lift up to 10 lbs.

##### **C. Duties and Responsibilities**

C.1 Assist Residents and Guests with Resident Network access.

C.2 Assist with data entry into databases.

C.3 Work on projects independently under the direction of the Access Office Lead and Building Services Coordinator.

C.4 Support BayCard services for Student Housing.

C.5 Program doors and manage equipment as needed.

C.6 Provide Technology support to Residents.

C.7 Escort vendors as needed.

C.8 Provide lockout support to residents.

C.9 Assists other professional staff as needed.

C.10 Other duties as assigned.

#### **D. Terms of Employment**

D.1 Student Assistant must maintain full time enrollment at California State University, East Bay throughout employment. Full time enrollment is defined as 12 units for an undergraduate student and 8 units for a Master's candidate. Exceptions must have prior supervisor approval.

D.2 Maintain the required 2.3 quarterly and cumulative GPA throughout the term of employment. The Housing Business Services Manager will complete grade checks in July (to confirm eligibility for fall quarter); in January (to confirm eligibility for winter quarter) and in April (to confirm eligibility for spring quarter) in order to ensure compliance with the academic requirements of the position.

D.3 Student Assistant must have a record of all hours worked. Student Assistant is required to record time using the Humanity software to clock-in at the beginning and end of each

D.4 Student Assistant is entitled to take a fifteen minute rest break for every four consecutive hours worked. Rest breaks must be taken during the second or third hour of each four hour work period. Student Assistant must be given a minimum of a half-hour unpaid lunch break when scheduled to work six consecutive hours or more. Student Assistant shall not work more than eight hours in one day.

D.5 Student Assistant will be placed on academic notice when their quarterly or cumulative GPA drops below a 2.3.

D.6 Student Assistant will receive a performance evaluation with their supervisor once per academic year, occurring in May.

D.7 Student Assistant will be placed on performance notice if they are not meeting the requirements stated in this job description, or they are not performing to the standards set forth by the supervisor.

D.8 If a Student Assistant is on academic or performance notice for two consecutive semesters within an academic year, employment will be terminated immediately.

This position works in a safe and responsible manner while not putting self or others at risk. This includes complying with applicable policies and regulations; using personal safety gear; observing warning signs; learning about potential hazards; and reporting unsafe conditions. All Student Assistants are required to sign the position specific job description. Every student assistant position is subject to criminal and background check.

**My signature on this job description certifies that I have reviewed and fully understand the expectations outlined in this job description and in the Operations Student Assistant Corrective Action Procedure. Further, I agree to perform the job duties to the best of my ability. If at any time I do not feel that I can uphold the terms of this position, I will immediately speak with my direct supervisor. I understand that as a student assistant, I am subject to release from the position at any time based on not fulfilling any of the above responsibilities/expectations.**

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Employee Name Employee Signature Date

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Supervisor Name Supervisor Signature Date

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