

Residence Life Summer Assistant

Position Description | Summer 2024

University Housing and Residence Life

Below is a position description for Residence Life Summer Assistants (Res Life SA's) position.

Position Description: Our Residence Life Summer Assistant's (Res Life SAs) will be helping out with the day to day operations for University Housing and Residence Life (UHRL), working closely with our Residence Life Team (RLT). Res Life SAs are responsible for ensuring that our summer residents and CSU East Bay conferences are doing well, staying connected and having a great experience.

Position Responsibilities: Please note that these are the responsibilities assigned but not limited to:

- Community Building
 - Help support student development & community building initiatives by serving as a role model in supporting the objectives of UHRL.
 - Plan and execute events for the residents that live in UHRL facilities during the summer session.
 - Engage with residents in their understanding of UHRL policies, License Agreement, Community Living Guide and Roommate Agreements.
- On-Call & Emergency Response
 - Be on duty during weeknights and weekends as assigned (weeknights from 5PM to 8AM and weekends from Friday at 5PM to Monday at 8AM), as needed by UHRL and Pioneer Heights community.
 - Complete any on-duty tasks (community walks, inspections, check-ins, lock outs, duty logs, etc.).
 - Required to assist in any emergency situations that occur during UHRL business hours or after hours.
- Administrative
 - Will dedicate time for staff meetings (during the week, day and time TBA) and other department wide events (Summer transition, Residence Life Conferencing, Orientations and Fall semester transition).
- Building Services (if assigned)
 - Work closely with the Building Service Coordinator (BSC) of UHRL in facility care, management and execution.
 - Conducting daily community walks and assessments to ensure the communities and facilities are up to Housing standards.
 - Connecting and maintaining relationships with UHRL vendors that come into the UHRL facilities.
 - Navigating issues with access and data entry.

- UHRL Office & Mailroom (if assigned)
 - Welcoming guests and residents as they come into the UHRL office with questions, concerns or comments about on-campus Housing.
 - Answering phone calls and responding to emails sent to the Housing email.
 - Have an understanding of resident and Housing procedures to be able to help navigate and address questions.
- Department Projects & Committees
 - Assist in UHRL projects and committees to provide student perspectives on guides and other documents.