



MONTCLAIR STATE UNIVERSITY

FUNCTIONAL TITLE: Summer Assistant

GENERIC TITLE: Summer Assistant

NAME:

DATE: Spring 2011

DIVISION:

SD&CL

DEPARTMENT:

Residential Education & Services

REPORTS TO (TITLE): Community Director

GENERAL REQUIREMENTS:

1. Summer Assistants must satisfy all criteria of the Summer Assistant position and application process. This includes a minimum GPA of 2.5, must be in good standing in regards to student conduct, and must be in good employment standing relative to current position(s) held within the Office of Residential Education and Services if employed by department already.
2. Additional work outside of the Summer Assistant job cannot exceed 10 hours per week. The supervisor in charge of the area will approve this outside commitment prior to any additional employment being accepted. Any activities that may present a conflict of interest should be considered prior to accepting the Summer Assistant position.
3. Prior employment with Residential Education and Services is strongly preferred.

GENERAL RESPONSIBILITIES:

1. Attend mandatory weekly staff meetings with supervisor.
2. Participate in all Summer Training(s) prior to the start of the summer and during the summer months as required.
3. To share "on duty" responsibilities with the entire Summer Assistant staff in order to provide 24-hour coverage for the summer conference residence halls. When the University operates on a 5 day work week schedule, duty will begin Monday through Thursday at 4pm and conclude at 9 am the following morning. Weekend duty, during this time frame, will begin at 4 pm on Friday and go until 9 am on Monday morning. Once the University moves to a 4 day work week, weekend duty will begin on Thursday evening at 4 pm and will continue through Monday morning at 9 am.

ADMINISTRATIVE & OFFICE DUTIES:

1. Know and enforce rules, policies, regulations and procedures outlined in the Residential Education and Services Student Handbook.
2. Document all policy violations, when necessary, with typed incident reports forwarded to the Community Director.
3. Assist with check-in and check-out procedures.

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4. ACR/RCR's must be filled out before and after every conference arrives and leaves. This must also be reviewed with the conference organizer by the Community Director of the area.
5. Maintain lobby bulletin boards with current and appropriate information and themes as instructed by the Community Director.
6. Sort and distribute mail.
7. Perform apartment/room lockouts.
8. Assist during emergency situations such as fire alarms and similar situations.
9. Complete all tasks assigned by your supervisor in a timely manner.
10. Provide additional office support that includes, but is not limited to, making copies, answering phones, making departmental phone calls, escorting outside vendors to apartment units and completing occupancy/apartment condition reports, and assisting in organizing linen and providing linen for summer conferences that request it.
11. Perform office hours based on residence hall summer schedule.

FURTHER CONDITIONS:

1. SAs understand RES responsibilities take precedence over all other extracurricular activities. Academic course work is a recognized priority; SAs must successfully manage their position responsibilities with their academic commitments.
2. SAs are required to participate fully in the training programs held prior to, and during the summer. Students who cannot attend training sessions because of sports training, outside work commitments, etc., may not maintain their position with the department.
3. Any activities that potentially present a conflict of interest should be considered prior to accepting the SA position. Activities such as outside employment, pledging, and other leadership positions on campus may conflict with your SA position requirements. SAs must get prior approval from their CD if outside commitments are sought. These instances will be handled on an individual basis at the discretion of the CD. Outside activities must be limited to no more than 10 hours per week, provided the activity does not interfere with one's ability to fulfill their requirements as outlined in the job description. In addition SAs may be required to submit their pay stubs to the CD to verify that they are not working more than 10 hours per week.
4. SAs will be evaluated by their supervisor(s). These evaluations will be used to strengthen staff members' effectiveness.
5. The Summer SA position is for the entire length of the contract, which is May through August 2011. Any breach in the contract may result in charges for summer housing fees.
6. SA's must refrain from posting information/pictures within online communities /social media such as facebook, which violate departmental policies, values, and furthermore can be perceived to hinder your credibility in performing your SA responsibilities and reflect unfavorably on the department or University.

The above statements reflect the general details considered necessary to describe the principle functions of the job as identified, and shall not be considered as a detailed description of all work requirements that may be inherent in the position.

TERMS OF EMPLOYMENT:

1. Summer Assistants must be full-time undergraduate (sophomore, junior or senior class status) or graduate students, without any prior judicial sanctioning. Any exceptions will be considered on a case-by-case basis by the Associate Director for Budget and Residential Services.
2. Summer Assistants are expected to maintain a satisfactory academic record with a minimum 2.5 grade point average. A cumulative grade-point average below 2.5 is unsatisfactory and would be cause for probation or termination. It is the responsibility of the Summer Assistant to notify the supervisor if his/her cumulative grade-point average falls below 2.5.
3. Additional work outside of the Summer Assistant job cannot exceed 10 hours per week. The supervisor in charge of the specific Summer Assistant's area will approve this outside commitment prior to any additional employment being accepted. Any activities that may present a conflict of interest should be considered prior to accepting the Summer Assistant position.
4. Summer Assistants who are placed on official University or Residential Education and Services probation, for any reason or any length of time, may be terminated from their positions.
5. Resignation or termination from the Summer Assistant position requires that you vacate your room within 24 hours. In addition, Residential Education and Services will not guarantee a room assignment on campus unless a vacancy exists at the time of your departure. If placed in a residence hall room, you will be responsible for all room and board costs for the remainder of the summer.

VACATION:

Vacation requests will be considered on a first come basis. Vacation requests must be submitted in writing to your immediate summer supervisor and requires his/her approval. *Please note: We consider a vacation taking 3-7 days off within a week. You are entitled to no more than one week of vacation during the summer. You will not be paid for vacation time. All vacation requests must be submitted by the last Friday in May of that academic year. All requests prior to this date must be given to your supervisor one week in advance of the time being requested. No vacation requests will be granted from August 1 through opening day of the fall semester.*

COMPENSATION/BENEFITS:

The Summer Assistant compensation package includes a \$1600.00 stipend. This stipend is dispersed evenly over eight (8) pay periods which covers 16 weeks throughout the summer. Each Summer Assistant time sheet will be entered with an amount of \$200.00 per pay period. In addition, Summer Assistants will receive a single room waiver to cover the cost of their housing (valued at approximately \$5,075 for 16 weeks). Summer Assistants will also receive eight (8) meal tickets per week when the dining hall is open.

THE DEPARTMENT OF RESIDENTIAL EDUCATION AND SERVICES

SUMMER ASSISTANT POSITION DESCRIPTION & CONTRACT

Summer 2011

I have read the 2011 Summer Assistant job description and contract and hereby agree to all of its requirements and terms. I understand that summer employment begins on May 15, 2011 and ends on August 20, 2011

I also understand that if I do not have a Fall 2011 housing assignment, I will be asked to check out of the residence halls on August 12, 2011.

I understand that violation of this contract, or Residential Education and Services or University policy will result in my immediate termination from the position.

Print Name

Signature

Date