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**FUNCTIONAL TITLE:** Summer Conference Assistant

**GENERIC TITLE:** Summer Conference Assistant

**NAME:** \_\_\_\_\_ **DATE:** Spring 2009

**DIVISION:** SD&CL **DEPARTMENT:** Residential Education & Services

**REPORTS TO (TITLE):** Community Director

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**MAJOR DUTIES AND RESPONSIBILITIES:**

**A. 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 Community Assistant staff in order to provide 24-hour coverage for the summer housing residence halls. When the University operates on a 5 day work week schedule, duty will begin Monday through Thursday at 4pm and conclude at 8am the following morning. Weekend duty, during this time frame, will begin at 4 pm on Friday and go until 8 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 conclude at 4 pm on Friday. Weekend duty will continue through Monday morning at 8 am.

**B. 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.
4. Maintain lobby bulletin boards with current and appropriate information and themes as instructed by the Community Director.
5. Sort and distribute mail.
6. Perform apartment/room lockouts.

7. Assist during emergency situations such as fire alarms and similar situations.
8. Complete all tasks assigned by your supervisor in a timely manner.
9. 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 linens and provide linen for summer conferences.
10. Perform office hours based on residence hall summer schedule.

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 Conference 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 Conference 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 Conference Assistant to notify the supervisor if his/her cumulative grade-point average falls below 2.5.
3. Additional work outside of the Summer Conference Assistant job cannot exceed 10 hours per week. The supervisor in charge of the specific Summer Conference 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 Conference Assistant position.
4. Summer Conference Assistants who are placed on official University or Residence 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 Conference 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 August 31 of that year.*

**COMPENSATION/BENEFITS:**

The Summer Conference 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 Conference Assistant time sheet will be entered with an amount of \$200.00 per pay period. In addition, Summer Conference Assistants will receive a single room waiver to cover the cost of their housing (valued at approximately \$4425 for 16 weeks). Summer Conference Assistants will also receive eight (8) meal tickets per week when the dining hall is open.

**THE DEPARTMENT OF RESIDENTIAL EDUCATION AND SERVICES**

**SUMMER CONFERENCE ASSISTANT POSITION DESCRIPTION and CONTRACT**

**Summer 2009**

**I have read the 2009 Summer Conference Assistant job description and contract and hereby agree to all of its requirements and terms. I understand that summer employment begins on May 14, 2009 and ends on August 29, 2009. I also understand that if I do not have a Fall 2009 housing assignment, I will be asked to check out of the residence halls on August 12, 2009.**

**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