

**SUMMER STAFF ASSISTANT JOB DESCRIPTION
OFFICE OF RESIDENCE LIFE AND HOUSING SERVICES
WEST CHESTER UNIVERSITY**

POSITION DESCRIPTION

The Summer Staff Assistant (SSA) is a paraprofessional, undergraduate or graduate, staff member of the Residence Life and Housing Services Program. The SSA position is designed to work all aspects of our summer operations regardless of your summer housing assignment. SSA's will have the opportunity to work with summer school housing and conferences that will be taking place on North and South campus.

This leadership position provides the SSA with the unique opportunity to further develop personal self-awareness and interpersonal communication skills that are vital for success in all facets of life. The SSA is expected to establish positive, responsible relationships with residents, conference attendants, and University staff members.

Summer Staff Assistants (SSA) are expected to be role models: behaving in a mature and responsible manner, using good judgment and abiding by institutional policies. Your actions, whether on or off campus, may have an impact on your employment. The use of electronic media, Facebook, MySpace, twitter, etc..., should be managed in order to maintain the proper image of a Residence Life staff member.

POSITION QUALIFICATIONS

1. Applicants must submit their completed application forms to the Office of Residence Life and Housing Services according to the posted deadline.
2. Applicants for the SSA position must possess a minimum of a **2.50 Cumulative Grade Point Average**. Candidates hired as SSA's must remain above the minimum GPA throughout their period of service as a SSA. **Failure to uphold these academic standards may lead to dismissal from the SSA position.**
3. Preference will be given to applicants who have lived on campus at West Chester University at least one (1) year.
4. Applicants must successfully complete the interview process, and participate in all training sessions offered by the Office of Residence Life and Housing Services.

REMUNERATION

1. An hourly rate of \$7.25 will be paid to first year employees, and the hourly rate of \$7.50 will be paid to students who have been an RA for at least one full year or this is their second summer working for Residence Life and Housing Services as a Summer Staff Assistant.
2. Occupancy of a single bedroom is provided at no charge for the duration of the program. Staff living in USH properties will be sharing a suite or apartment with a roommate.

TERMS OF EMPLOYMENT

1. The SSA is responsible to and receives direct supervision from the assigned Resident Director.
2. The SSA position is expected to be a major priority, second only to course work. **Any outside employment must be approved in advance by the assigned Resident Director.** If, in a Resident Director's opinion, job performance may be adversely affected, the RD will not approve such an arrangement.
3. All training sessions and meetings are mandatory unless otherwise stated and are conditions for continued employment.

4. Employment begins and ends as designated by the Office of Residence Life and Housing Services.
5. Each SSA is responsible for being a team member. He/she is expected to be available to work in any area that needs coverage. The SSA is required to work hours at any of the front desks in operation for the summer. You are hired for the department, not just one area.
6. Each SSA will be responsible for participating in the duty schedule based on needs for conferences and summer school on both North and South Campus. The SSA is to be "on duty" for the designated area on assigned evenings from 8:00 PM to 8:00 AM.
 - a. North Campus – Staff members assigned to North Campus will be assigned duty in a specific hall, will utilize the on-duty cell phone, and must remain in the building from 8:00 p.m. to 8:00 a.m. Staff members assigned to North Campus will conduct building rounds at designated times. You must be ready to respond to any emergency situation that may arise during duty hours. If you are on duty in a building other than the one you are residing in, you will be given a room to sleep in while on duty.
 - b. South Campus – Staff members assigned to South Campus will utilize the on-duty cell phone, and must remain at The Village Apartment Complex from 8:00 p.m. to 8:00 a.m. The cell phone will be turned on at 8:00 p.m. through 8:00 a.m. during the week and 8:00 p.m. through 12:00 p.m. on the weekends. The duty cell phone should be returned to the designated area at the Village front desk by 12:00 Noon after your duty shift. You must be ready to respond to any emergency situation that may arise during the duty hours.
7. The SSA is required to sleep in their assigned room. **Prior approval must be obtained from a Resident Director before leaving campus overnight.**
8. The SSA is expected to abide by local, state, and federal laws, as well as by University rules and regulations. Any SSA found responsible of violating local, state and federal laws as well as University rules and regulations will relinquish all job responsibilities, privileges, and remuneration. Any SSA who is also employed as an RA or DA during the academic year who are found responsible for violating any laws or University regulations during the summer will relinquish all job responsibilities, privileges, and remuneration for the academic year as well.
9. No meals are provided as part of the SSA remuneration package. Staff members may purchase meals in the dining hall or utilize kitchen facilities available in the apartment or building.

CAMPS AND CONFERENCES

1. All staff will be required to work with camps and conferences over the summer.
2. All staff will assist with check-ins, check-outs, desk/duty coverage.
3. All staff will complete a room and building walk through once the conference is over to assess damages and cleanliness and report this information to the assigned Resident Director.
4. All staff will be responsible for turning beds, in order to prepare for new conferences. **This may include basic cleaning, making beds, collecting linens, wiping or dusting surfaces, and picking up loose garbage.**

STAFF FUNCTIONS

1. The SSA is expected to maintain a customer service relationship with each occupant in the building.
2. The SSA should be aware of issues occurring in their assigned area and report when necessary.
3. The SSA will be familiar with Residence Life/USH policies and regulations as they pertain to each residence area and be able to communicate them to occupants. The SSA will enforce policies and provide proper documentation and follow-up as prescribed by the Office of Judicial Affairs.

4. In the case of long absences, sickness, accidents, and/or unusual behavior on the part of any occupant, the SSA is expected to report the situation immediately to a Resident Director.
5. The SSA will act as liaison between occupants in the assigned residential facility and the Resident Director.
6. The SSA must demonstrate the ability to be a consistent and positive role model.

ADMINISTRATIVE RESPONSIBILITIES

1. The SSA must be available to open and close for assigned conferences at the beginning and at the end of the conference period as instructed by the Director for Residence Life or the Resident Director.
2. The SSA is expected to know emergency procedures and to carry out such responsibilities in the case of an emergency. She/he will assist Public Safety when necessary and appropriate.
3. The SSA is expected to prepare necessary reports, logs, records, and evaluations. This includes assisting with the maintenance of accurate student/conference member room inventory and damage reports.
4. The SSA is to be familiar with and capable of performing all of the duties required while working at the assigned residential facility main desk.
5. The SSA is required to perform other duties as assigned by a Resident Director or USH staff member.