

# SUMMER HALL STAFF

*2021 General Position Description*

## GENERAL STATEMENT

Summer Hall Staff is an integral part of the University's summer residence hall program as administered by the Office of Residential Life. Members of summer hall staff assume responsibilities which underscore the important role of residential life in the educational experience of students and guests at the University of Notre Dame.

Summer Hall Staff members have extensive contact with University visitors and serve as liaisons and resource persons. Summer Hall Staff thus promote the integration of all aspects of campus life and assist in establishing a residence hall environment which is supportive of the University's objectives. Summer Hall Staff work with students, guests, and organizers for Undergraduate Students and Programs, Graduate Programs, Sports Camps, Academic and Non-Academic/Mission Related High School Programs, and other conference guests from across the University, United States, and the world.

Members of Summer Hall Staff are regarded as role-models and University representatives. Therefore, they should always conduct themselves in an honest, conscientious, and professional manner. They are expected to support, enforce, and personally abide by all University and Housing policies as outlined in du Lac and to interpret them as necessary. Summer Residence Hall Staff members are expected to support and promote the Catholic mission of the University.

## QUALIFICATIONS

- Rising-Sophomore student status required.
- Previous residence hall staff experience and/or student leadership training preferred.
- Preference will be given to candidates who are available for the entire summer (mid-May – mid-August) work assignment. This includes the entire Summer Session and interim periods. Appointment is for the length of service as outlined in the agreement and may be adjusted through mutual consent. Preference given to students who will return as current students in the Fall 2021 semester

## SPECIFIC RESPONSIBILITIES

### Referral and Advising Responsibilities

1. Refer residents and/or guests, when necessary, to appropriate services within the University.
2. Confer regularly with the Office of Residential Life staff about concerns for individuals and/or groups.
3. Maintain availability/accessibility to University staff, residents and guests. Availability to residents and/or guests goes beyond scheduled duty times.

### Administrative Responsibilities

1. Assist with ensuring the safety and security of the residence hall and promoting an environment free of safety and health hazards.
2. Support the Office of Residential Life professional staff members in maintaining an environment conducive to community group living.
3. Regularly report key, maintenance, and security/safety problems to the Office of Residential Life professional staff members.
4. Be regularly available in the hall or readily available elsewhere on campus during the business hours of the University and other times as necessary. May be asked to conduct a certain amount of set office hours/desk presence during the daytime to assist with student/guest situations that may arise during daytime business hour operations.
5. Assist with check-in/check-out procedures of residence hall, and communicate check-in/check-out updates to Office of Residential Life professional staff members.
6. Foster procedures of operation that encourage cooperation and a good working relationship between residents, Building Services, Maintenance, staff and other University personnel.
7. Assist with other administrative duties as assigned by Office of Residential Life professional staff, including but not limited to: lockouts,, Room Condition Reports, key inventories, etc.
8. Coordinate mail distribution to residents, guests and staff living in the hall.

### Disciplinary Responsibilities

1. Interpret University and departmental policies and procedures to residents and oversee enforcement in residence hall.
2. Assist residents and/or guests in developing personal responsibility for their actions and respect for the rights of others.
3. Properly prepare and follow through on disciplinary reports.

### Staff Development Responsibilities

1. Participate in orientation and training for Summer Hall Staff.
2. Attend weekly staff meetings.

## CONDITION OF EMPLOYMENT

Summer Hall Staff members are expected to be on campus and available for orientation and training as prescribed by the Office of Residential Life. Summer Hall Staff must schedule and complete an exit appointment with Office of Residential Life professional staff members to return keys, name tag and binder, and any other administrative materials.

A Summer Hall Staff position is intended to be a part-time, minimum 20 hour per week position, but not to exceed 40 hours per week. The academic load of Summer Hall Staff members shall not interfere with responsibilities as outlined above and should not exceed two courses for the summer. Only with the advance permission of the Office of Residential Life can additional courses be added, including Thesis or Dissertation credits. Any additional employment by Summer Hall Staff members during their term of appointment must be approved in advance of accepting a Summer Hall Staff position by the Office of Residential Life. Student employees are only permitted to be employed a maximum of 40 hours per week at any combination of University jobs.

## COMPENSATION

Summer Hall Staff are provided a room, partial meal plan, and an hourly pay rate for the length of the agreement.