

# Summer Assistant Residence Hall Director Position Description

## **BASIC FUNCTION AND RESPONSIBILITY:**

The Summer Assistant Residence Hall Director: 1) works collaboratively with the Area Director (AD)/Residence Hall Director (RHD) to implement the objectives of Housing & Residential Life, and 2) coordinates customer service and supervises the reception desk operations and game room operations (where applicable). This is accomplished through work with the other Housing & Residential Life staff assigned to the building to develop community, develop relationships, assess floor communities, programming, and support the academic pursuits of students. The SARHD reports directly to the AD/RHD.

## **CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Supervise the reception desk operations and game room operations (where appropriate):

- Hire, train and evaluate receptionists
- Schedule receptionists for work shifts.
- Monitor work-study allocations.
- Participate in weekly Housing & Residential Life central meetings.
- Submit payroll information and time sheets in a timely manner.
- Perform weekly check of room key and tag key boxes, following up on any discrepancies.
- Recommend changes in procedures.
- Maintain supply of forms and records.

Perform the following administrative tasks as instructed by AD/RHD:

- Ensure room inventories are current and reflect both the condition of the room and the name and permanent address of the current occupant.
- Collect and maintain Hall Programming records.
- Facilitate the opening and closing of the residence hall for summer sessions and conferences.
- Ensure an adequate supply of forms exist in-hall for Summer Hosts and desk staff.
- Participate in the on-duty rotation.
- Provide input to the AD/RHD during the Summer Host evaluation process in relation to those areas that the SARHD would have knowledge.
- Participate in the selection, placement, training, on-going supervision and evaluation of Summer Hosts.

Counsel, advise, and serve as an advocate for students and staff:

- Serve as a resource to students/staff regarding the BSU Student Conduct System.
- Maintain a minimum of five office hours per week between the hours of 8 AM and 4:30 PM Monday through Friday to be generally available to the staff and residents.
- Work 30 hours per week. Some office hours will be set, but the SARHD should be flexible in setting their work schedule in order to accommodate daily conference needs.
- Be present in the residence halls more than away.
- Remain informed and aware of Housing & Residential Life philosophy and policies and all aspects of student life in his/her assigned areas.

- Assume responsibilities of the AD/RHD during periods of extended absence.
- Participate in meetings and training opportunities.
- Meet weekly with the AD/RHD.
- Attend weekly summer staff meetings.
- Assist with presentation of staff development activities of both individual and group nature.
- Communicate through and participate in on-going training with other SARHDs.

Additional duties may include, but are not limited to:

- Work with RAs to assess floor needs and develop individual floor programming ideas.
- Organize hall-wide team programming.
- Monitor Summer Host payroll.
- Assist the RHD/AD in the organizing conference and camp services.
- Bring conference registrant cards/sheets to Residential Life on a weekly basis for prompt billing.
- Train Summer Hosts in all aspects of desk operations with an emphasis on providing good customer service.
- Assist in coordinating key pulling and group check-ins for conference groups.
- Help RHD/AD with conference-related tasks such as sign-making and preparing check-in sheets/cards.
- Assist RHD/AD and Associate Director of Housing & Residential Life in coordinating bed-making assignments
- Perform other duties as assigned by the AD/RHD.

**SUPERVISION RECEIVED:**

Functional and administrative supervision is received from the AD/RHD.

**SUPERVISION EXERCISED:**

Functional supervision is exercised over the Summer Hosts in the specific areas of community development through programming. Each Summer Assistant Residence Hall Director is assigned to buildings.

Functional supervision is exercised over the residence hall reception desk activities and game room operations (where applicable), including supervision of the reception desk staff.

**MINIMUM QUALIFICATIONS:**

It is required for the SARHD to have one year of residence hall work, counseling, programming, reception desk work or other Housing & Residential Life experience, with two years of experience preferred. Must be enrolled at Bemidji State University and maintain full-time student status (12 undergraduate credits or 9 graduate credits) at all times during employment, and be sensitive to the demands of the job when determining class schedules. **SARHDs must have five weekly office hours between the hours of 8 AM - 4:30 PM Monday through Friday.** SARHDs wanting to take more than 16 credits per semester should consult with their supervisor (AD/RHD) before registering. A minimum GPA of 2.50 (semester and cumulative) must be achieved upon hiring and for all subsequent periods of employment. Must be in good standing with the university conduct system.

**REMUNERATION:**

Remuneration for the SARHD will be housing in the assigned area and a \$2500.00 summer term stipend.