POSITION JOB DESCRIPTION

JOB TITLE:
Housing & Residential Education
Summer Part-Time Office Assistant (with on duty responsibilities)

Housing & Residential Education (HRE) at the University of Denver plays an integral role in the education and development of students. In addition to supporting students' academic endeavors, the Department seeks to provide students with a safe, nurturing, and challenging residential environment that promotes personal growth. The Department is especially committed to building community and valuing all types of diversity within that community. It is our hope that, in addition to experiencing academic success, students will develop critical life skills while living in the residential environment, including communication and confrontation skills, leadership skills, an appreciation for diversity, and competent social skills.

The Office Assistant is a vital part of the Housing & Residential Education, working in direct service to students. In addition to being a student themselves (you need not be taking summer courses) the Office Assistant has many different roles, including acting as a leader, a peer counselor, a policy enforcer, a resource person, an educator, and a positive role model for both students and staff. The Office Assistant should model strong leadership characteristics such as responsibility, positive attitude, fairness, enthusiasm, flexibility, commitment, integrity, good time management and communication skills, and a willingness to learn and work as a team member. The Office Assistant reports directly to the Office Manager and Resident Director of the Apartments, but will also receive direction from several professional staff members.

SPECIFIC DUTIES
The Part-time Office Assistant is expected to fulfill the following duties, in addition to others that may be assigned throughout the summer.

The Part-Time Office Assistant must be available to start work on Monday, June 6, 2016 and must be able to work through Monday, September 5, 2016. (Negotiable depending on the availability of the other summer staff members).

TRAINING
1. Participate in training/orientation sessions during the Spring Quarter prior to employment.

ADMINISTRATION
1. Greet visitors and answer questions at the main HRE front desk
2. Answer phones and return voicemails at the main HRE front desk.
3. Manage and respond to emails in the main HRE email account
4. Participate in a rotating summer duty schedule with other RAs. Carry the duty phone between 6pm and 10am Monday-Friday when scheduled to do so, as well as hold the
phone all day on Saturday and Sunday. You must remain within 10 minutes of campus at all times, must respond to all calls, must sleep on campus, and must conduct daily and/or nightly rounds in all buildings. While on call the Office Assistant may expect to respond to noise complaints, facilities issues, or any number of other resident concerns, and will work with professional staff members for consultation and in emergency situations.

5. Complete paperwork, projects and administrative assignments in a timely manner, and expect that new tasks may be assigned with relatively short notice throughout the summer.

6. Other duties as assigned.

TEAMWORK
1. Attend staff meetings as scheduled.
2. Consult with and support other staff members as needed.
3. Maintain a positive attitude and a willingness to work effectively with other staff members.

EVALUATION
The Part-time Office Assistant will receive formal written and or verbal warnings in the case that job requirements are not sufficiently met. Continued failure to meet job requirements may result in probationary status and/or termination from employment. The Part-time Office Assistant would have the opportunity to be heard and to appeal any decisions in such a case. In the event of termination for cause, the Part-time Office Assistant may choose to either pay a prorated portion of the housing charges (based on date of termination) or move off campus.

REQUIREMENTS
1. The Part-time Office Assistant may have other employment during the summer quarter; however, he/she will need to be available to cover duty between 6pm and 10am on a rotating schedule during weekday evenings, and on weekends.
2. Previous residence hall staff experience is preferred for this position.
3. The Part-time Office Assistant must be willing to accept other duties as determined and assigned by professional staff members of Housing and Residential Education.
4. The Part-time Office Assistant must be flexible and open to meeting the changing needs of the summer residence community.
5. The Part-time Office Assistant may be required to move to a different building in early August to supervise early arrivals (including athletes, international students, etc.). The Part-time RA will serve as the primary staff contact for these residents during this period.

COMPENSATION
The summer Part-time Office Assistant position is a live-in position. Throughout the term of the contract, the Part-time Office Assistant may expect to work 21.25 hours each week (in addition to duty time), with increased workloads at the beginning and end of the summer quarter. A portion of this work includes evening and weekend hours. The Part-time Office Assistant works 10 hours a week and covers duty on a rotating basis in exchange for an on campus housing assignment; the rest of the time worked will be paid at an hourly rate.