

SUMMER LEAD STAFF MEMBER

Job Description

The Summer Lead Staff member is a paraprofessional undergraduate student who serves as an integral member of the Residence Life staff during the summer. Summer Leads have less direct contact with residents; the focus of the summer staff is on planning and preparing for a successful academic year and the fall arrival of residents and academic year staff. Summer Lead Staff members are provided with experiences in the realm of sales and recruitment, housing contract processes and room preparation, customer service, and project planning. Additionally, Summer Leads play a pivotal role in the daily operations of the Department of Residence Life. Summer Leads have the responsibility of managing departmental operations including, but not limited to: move-ins, office hours, checkouts, and early arrivals.

The successful Summer Lead will have strong organizational skills and have the ability to recognize the big picture. The Summer Lead will have great interpersonal skills, a strong work ethic, work autonomously, and value professionalism.

RESPONSIBILITIES:

- ◆ Implement and oversee move-around, check-in and check-outs, and early arrivals.
- ◆ Appropriately respond to students who are late checking out or checking out improperly.
- ◆ Be available full time during move-around and early arrivals, late August in particular.
- ◆ Staff the Residence Life Main Office on a rotating basis.
- ◆ Communicate summer renovation and maintenance projects to residents.
- ◆ Distribute emergency information, and other information to residents as needed.
- ◆ Attend weekly meetings with other summer Residence Life staff.
- ◆ Participate in continual training sessions throughout the summer.
- ◆ Be knowledgeable of the policies and procedures of the current Residence Life Guidebook and Augsburg College Student Guide.
- ◆ Abide by all Augsburg College policies and state laws.
- ◆ Perform other duties as assigned.

PROVIDING ON-CALL COVERAGE BY:

- ◆ Serving in an on-call coverage rotation with other lead staff members.
 - ◆ Participating in evening and weekend on-call coverage. On-call coverage includes:
 - Weekdays: Sunday through Thursday – 10:00 a.m. – 10:00 a.m.
 - Weekends: Friday 10:00 a.m. – Sunday 10:00 a.m.
 - ◆ Performing rounds as follows (while on call):
 - Sunday through Sunday: 7:00 p.m. & 10:00 p.m.
 - ◆ Responding to calls promptly and professionally, including remaining on-campus between 7:00 p.m. & 10:00 a.m. and responding within ten minutes when on-call.
 - ◆ Addressing, responding to, and documenting student concerns including inappropriate behaviors, safety concerns and other resident needs.
 - ◆ Communicating building activity and resident interactions in the on-call reports.
 - ◆ Remaining in the building after 7:00 p.m. rounds.
 - ◆ Providing coverage for the staff on-call cell phone.
- Serving holiday on-call during the following official Augsburg College holidays: Independence Day, Labor Day, Eid al-Fitr

CONDITIONS OF EMPLOYMENT:

- ◆ Have a cumulative GPA of at least 2.50 at the time of application and maintain a cumulative GPA of at least 2.50 throughout the period of employment. Having a cumulative GPA between a 2.0 and 2.50 will result in employment probation. Having a cumulative GPA below a 2.0 will result in termination.
- ◆ Maintain a high level of confidentiality and professionalism.
- ◆ Be in good judicial standing with the college prior to and throughout the employment. A violation of college policies, local, state and/or federal laws will result in either probation, suspension, or termination.
- ◆ Submitting to and passing background checks.
- ◆ Check email daily. Return messages promptly.
- ◆ Be available

BENEFITS and COMPENSATION:

- ◆ Housing credit equal to a summer contract of campus residency. There is no meal plan provided.

- ♦ A housing stipend equal to the standard summer housing rate.
- ♦ This stipend that is paid to the Lead staff member will be paid bi-weekly, incrementally and equally. The first pay period may be delayed by a few weeks because your summer start date doesn't necessarily align with Augsburg pay periods, but guarantee that the entirety of the stipend will be paid to you by your employment end date in late August.
- ♦ Exposure to faculty, staff, and administrators.
- ♦ Opportunity to work in a team of experienced leaders.
- ♦ Service to fellow students and campus community.
- ♦ Opportunity to gain experience in coordinating and facilitating large scale projects.