Position Summary

The One Summer Supervisor (OSS) is a student position and appointments are made on a temporary basis. The One Summer Supervisor oversees specific conference groups and summer residents and directly assists with both groups’ event planning and execution. The OSS provides leadership to the One Summer Assistants to ensure that a high level of customer service and professionalism is maintained. Individual OSSs will be assigned specific areas of responsibility to enhance the One Summer program, as well as, to enhance the OSS’s professional growth and development. The work schedule is dependent on demand for hall facilities. Schedules will vary weekly and will include mandatory dates and long shifts based on check-in/check-out needs.

Position Qualifications

1. Candidates must demonstrate the ability to oversee and manage peers.
2. Candidates must possess a desire to interact positively with staff, summer school residents, conference guests, and conference coordinators/planners in a positive manner with a strong customer service focus. Candidates must also have the ability to handle various questions/concerns from peer staff, summer residents, conference guests, and coordinators, and demonstrate initiative to ensure summer residents, conference guests, and staff needs are met.
3. Candidates must possess strong problem solving skills and be able to make fast and accurate decisions in high pressure situations.
4. Candidates must have strong, clear and effective communication skills.
5. Candidates must have an understanding of and ability to work with a diverse population. This requirement includes an appreciation of and sensitivity to those of differing abilities, cultural backgrounds, ethnicities, gender, sex, sexual orientation, socio-economic standing, and spiritual beliefs.
6. Candidates must be able to demonstrate knowledge of the campus and surrounding area.
7. Previous management and residence hall or other related customer service experience is required. Previous Resident Assistant experience is preferred for the 2 Summer School Supervisors.
8. An applicant must be a current student at the University of Connecticut at the time of employment. An employee must be considered a matriculating student by the University for the either the summer or fall of 2019.
9. OSSs must be in good academic standing at the time of application and throughout the term of employment. Grades will be checked at the conclusion of the semester(s) prior to the submission of the application and just prior to employment to determine eligibility. Inter-session and Summer Session(s) coursework will not be considered for the purposes of maintaining the required grade point averages.
10. The role of the OSS is deeply entrenched in ethical decision-making, and we expect our OSSs to hold summer residents and staff members accountable for ethical behavior and to uphold healthy community standards. Upholding the University’s Responsibilities of Community Life: The Student Code and the Terms and Conditions of the On-Campus Housing Contract are a vital component of the OSS position, and represents a bare minimum expectation for assuming a leadership role in the community. OSSs must present a positive image of the University at all times by following policies and laws set forth by the University of Connecticut and the Department of Residential Life. Candidates who are on University Probation at the time of application review, are not eligible to interview. Candidates who were found responsible for two separate incidents in the current academic year are not eligible to interview. Candidates with a conduct history who are otherwise eligible to interview will be subject to review. Candidates will be notified of their eligibility after final review.
11. An applicant who has previously, or is currently, employed by the Department of Residential Life, must be in good employment standing. This standing will be determined in consultation with the current or previous supervisor(s).
12. The Applicant must be available for a group interview on February 10, 2019, and an individual interview (scheduled in February). If hired the applicant must be available on April 7, 2018 for the All Staff Orientation.
13. To be eligible for consideration the applicant must be available for the entire employment period (May 14 - August 25, 2019). OSSs who will be RAs in the fall are excused when RA fall training begins.
14. An applicant must have been a Storrs campus student for at least one semester. It is important that a candidate can demonstrate knowledge about the Storrs campus.
15. OSSs must be able to lift a minimum of 25 pounds.
16. OSSs must have a valid Driver’s License.
Compensation

1. Housing and a $1,200.00 meal stipend for the 15-week employment. One Summer Supervisors will be assigned a single room by the professional staff. This compensation applies to the 15-20 instances of overnight duties and scheduled meetings.
2. First year OSSs will be paid $11.50 per hour. OSSs who have previously held this position will be paid a higher hourly rate.
3. The OSS must purchase a summer meal plan for the designated contract period.
4. An Ethernet connection and University basic cable TV service will be provided.

Primary Responsibilities

1. Provide oversight to the building preparation and main desk operations for One Summer Assistant staff.
2. Supervise One Summer Assistants. Ensure OSAs are following proper procedures and adhering to the policies in the One Summer Staff Manual. Evaluate the OSA’s performance.
3. Collaborate with professional staff to prepare for conferences and summer school housing. Collaboration includes obtaining information from Hall Directors and Conference Contacts, coordinating tours of conference area(s) to upcoming groups and being available to respond to Hall Directors and Conference Contacts.
4. Gather and communicate information from summer school and conference groups to all staff.
5. Work with various software platforms.
6. Oversee the check-in and check-out processes for summer residents/conference guests. This includes, but is not limited to, distributing keys, collecting keys, arranging location set up, updating floor plans, being available for questions, etc.
7. Work overnight duties (approximately 15-20 instances from 11:00 pm – 8:00 am). These duties include, but are not limited to: securing the building, performing rounds and being available to assist summer residents/conference guests in the event of an emergency, lock- outs, or other concerns.
8. Work 2-4 shifts per week on duty during the day. Shifts are either 8:00 am – 3:30 pm or 3:30 pm – 11:00 pm. During these shifts, the OSS carries a cell phone to be contacted by any Hall Directors, conference coordinators, camp staff, our One Summer staff, etc. During these shifts, the OSS is paid their hourly wage and is accessible and visible to our One Summer staff. Supervisors are expected to carry the duty phone and respond to calls throughout entire shift, break periods are paid including meal breaks.
9. Prepare halls for conferences and summer school, which includes, but is not limited to creating bulletin boards, placing linens on beds, checking keys in the locks, creating and posting signs. The OSS will work with OSA staff with summer school, conference and building preparations.
10. Complete special projects as assigned. (Staff incentives, scheduling, form creation, key management and distribution, etc.)
11. Support the One Summer office (open 7:00 am – 11:00 pm daily) and be available to summer residents, hall directors, conference guests, and coordinators, answer phones, complete paperwork, check keys and floor plans, maintain cleanliness and other administrative tasks as assigned.
12. Lead by example with an unconditional positive and professional attitude.
14. Assist with check-outs of late stay spring residents and check-ins of Early Arrivals and Fall Check-In. Prepare halls for fall opening by assessing building wide facility needs and preparing all keys for opening.
15. Complete desk tasks and oversee OSA’s completion of updating communication log.
16. All other duties as assigned.

Terms and Conditions of Employment

1. Candidates who have been offered a position and who have accepted the offer by March 15, 2019, must apply for One Summer via www.reslife.uconn.edu by April 5, 2019.
2. All offers of employment are subject to a pre-employment criminal background check.
3. The OSS must be available for frequent evening, weekend and holiday work. One course per summer session (excluding May Term) may be approved. Outside employment is limited and only approved on a case by case basis after meeting with professional staff. Summer school enrollment as well as other part time work must be requested prior to employment. The professional staff will determine whether other work and summer classes will be approved. These time commitments, include, but are not limited to: other work on or off-campus, internships, lab work, practice, etc.
4. It will not be possible to hold any position that will require the OSS to be away from campus. The OSS job is a 35 hour per week position for the full 15-week contract period. The weekly scheduled hours fluctuate to meet the summer school and conference needs. The OSS staff needs to be flexible.
5. OSSs that are new to the position may not take classes during the summer sessions. Returning OSSs must be approved to take summer session classes. May term classes will NOT be approved.

6. The OSS must be available for the stipulated contract period as outlined in the appointment letter. The contract period is for a 15 week period. These dates include training periods, set up and break down of the residence halls, opening and closing of halls and applicable on-duty periods.

7. The OSS must reside in the assigned area during the entire 15-week contract period. Professional staff will determine the specific responsibilities for the OSS considering the staff member’s skills and abilities and information gained during the interview process. The professional staff reserves the right to change the OSS’s responsibilities as needed.

8. A staff member’s behavior as a member of the University community will be periodically evaluated during their employment in keeping with the duties and responsibilities of the job description, Responsibilities of Community Life: The Student Code, the On-Campus Housing Contract and their behavior in accordance with ethical guidelines and departmental expectations. At any time, upon being hired a staff member’s involvement in situations which demonstrate a lack of understanding of or willingness to abide by these terms, may affect the staff member’s ability to remain in the position.

9. The Department of Residential Life Reserves the right to terminate this position and all compensation at any point based on failure to meet required performance standards.

10. One Summer Supervisors may request up to 7 days off from the position for the summer. All days off must be approved in advance by the professional staff and the day cannot be a high volume day as determined by the professional staff.

The University is committed to ensuring that individual employees and applicants are not excluded from participation in the employment process based on an individual’s legally protected status which includes race, color, ethnicity, religious creed, age, sex (including pregnancy and sexual harassment), marital status, national origin, ancestry, sexual orientation, genetic information, physical or mental disabilities (including learning disabilities, intellectual disabilities, past/present history of a mental disorder), prior conviction of a crime (or similar characteristic), veteran status, workplace hazards to reproductive systems, gender identity or expression, or other factors which cannot lawfully be the basis for employment actions, unless there is a bona fide occupational qualification. 11/2018