

One Summer 2021 Assistant Position Description

University of Connecticut • Division of Student Affairs • Department of Residential Life
Whitney Hall Garden Level • (860) 486-2926 • livingoncampus@uconn.edu •
www.reslife.uconn.edu

Position Summary

The One Summer Assistant (OSA) is an “at will” student assistant position and appointments are made on a temporary basis. The One Summer Assistant’s primary responsibility is to ensure that summer school residents and conference guests’ needs are met. The OSA’s main duties are to prepare and organize various elements of housing for summer school residents and conference groups as well as provide quality customer service. The OSA’s work schedule is dependent on demand for hall facilities. Schedules will vary weekly and will include mandatory dates and shifts fluctuating in length based on check-in/check-out needs.

Position Qualifications

1. Candidates must demonstrate the ability to interact with summer school residents and/or conference guests in a positive and professional manner, possess strong communication skills and knowledge of the campus and surrounding area, as well as the ability to handle various questions and concerns.
2. Candidates must possess strong problem solving skills and be able to make fast and accurate decisions in high pressure situations.
3. Candidates must be able to work both independently and as a team member.
4. 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.
5. 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 either the summer or fall of 2021.
6. OSAs must be in good academic standing (minimum 2.0 GPA) 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.
7. The role of the OSA is deeply entrenched in ethical decision-making, and we expect our OSAs to hold summer residents/guests accountable for ethical behavior and to uphold healthy community standards. Upholding *Responsibilities of Community Life: The Student Code* and the *On-Campus Housing Contract* is a vital component of the OSA position and it represents a bare minimum expectation for assuming a leadership role in the community. OSAs 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.
8. An applicant who has previously, or is currently, employed by the Department of Residential Life, must be in good employment standing and remain in good employment standing through the position timeframe. This standing will be determined in consultation with the current or previous supervisor(s).
9. To be eligible for consideration the applicant must be available for the entire employment period (Time to be determined with a start date either in April or May - August 29, 2021). OSAs who will be RAs in the fall are excused from their contract when RA fall training begins.
10. The Applicant must be available for an individual interview (scheduled in March/April).
11. Preference will be given to student who have previous UConn Residence hall work experience.
12. Preference will be given to students who are approved for the late stay process.
13. The applicant must be able to lift a minimum of 25 pounds.
14. OSAs must be willing to work 15 – 35 hours a week in addition to overnights dependent on conference needs.

Compensation

1. Housing and meal stipend for Mon-Fri meal plan for the term of employment. One Summer Assistants will usually be assigned a single bedroom. This compensation applies to the scheduled meetings.
2. One Summer Assistants will be paid \$12.15 per hour.
3. The OSA must have a meal plan for the term of employment.
4. An Ethernet connection and University basic cable TV service will be provided.



One Summer 2021 Assistant Position Description

University of Connecticut • Division of Student Affairs • Department of Residential Life
Whitney Hall Garden Level • (860) 486-2926 • livingoncampus@uconn.edu •
www.reslife.uconn.edu

Primary Responsibilities

1. Provide excellent customer service to both summer residents and conference guests.
2. Work at desk setting for Summer School, desks are open from 5pm – 10pm every day, additional offices hours vary dependent on need) and be available to guests, answer phones, complete paperwork, check keys and floor plans, maintain cleanliness, and other administrative tasks as assigned.
3. Prepare halls for all One Summer, including but not limited to: create bulletin boards, place linens on beds, check keys in the locks, submit facility/maintenance needs, and create/post signs.
4. Prepare halls for Fall Opening by assessing building wide facility needs and preparing all residential keys for opening.
5. Assist with check-in and checkout procedures for summer residents and conference guests; prepare/distribute keys, work in housing and conference software, answer questions, etc.
6. Complete desk tasks and update communication log.
7. Work checkouts of all late stay spring residents and check-ins of Early Arrivals.
8. Expected to work fall 2021 check-in through opening weekend August 27-29.
9. All other duties as assigned.

Terms and Conditions of Employment

1. Successful candidates will be offered “at will” employment as an OSA for the determined time period. At-will employment means that the employer has the right to terminate an employee from the position at any time, with or without cause, and the employee has the same right to resign from the position at any time, with or without cause.
2. Candidates who receive an offer and who have accepted the offer must apply for One Summer Housing via www.reslife.uconn.edu by the date designated by Department of Residential Life.
3. All offers are subject to a pre-employment criminal background check.
4. OSAs must be available for frequent evening, weekend and holiday work.
5. Outside employment is only approved on a case by case basis after meeting with a professional staff member. Summer school course enrollment, as well as other part time work must be requested prior to employment. No more than one course per summer session may be approved including online classes. May term classes will NOT be approved. It is important to note that due to the variable nature of the required OSA work hours, outside work must be approved by the personnel supervisor. Overtime hours will never be approved. In considering requests, the supervisor will ensure that the needs of this position are met.
6. The weekly scheduled hours will fluctuate to meet summer school and conference needs. Most weeks will be between 10-20 hours. Therefore, the OSA must be flexible.
7. An OSA must be available for the entire stipulated contract period as outlined in the appointment letter. The University may reduced the contract period for health and safety reasons. The dates include training periods, set up and break down of the residence halls, and applicable on-duty periods.
8. The OSA must reside in the assigned area during the entire contract period.
9. The specific responsibilities for the OSA—conference guests or summer school residents –will be determined by considering the staff member’s skills and abilities, as well as information gained during the interview process. The supervisor reserves the right to change the assigned responsibilities of an OSA when needed.
10. The behavior of each OSA, 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. Upon acceptance of the offer, the Department of Residential Life will review any incident in which an OSA was involved and may have demonstrated a lack of understanding of or willingness to abide by these terms.
11. The Department of Residential Life reserves the right to terminate an OSA, with or without cause, at any time.
12. OSAs may request up to 7 days off from the position for the summer. All days off must be approved in advance by the supervisor and the day cannot be on a high volume day, as determined by the supervisor.
13. OSAs must adhere to the 2020-2021 Housing Contract and any Temporary Health and Safety Procedures
14. OSA’s will have to abide by any changes adopted by the University regarding the Qualifications, Primary Responsibilities, Terms and Conditions of Employment or on-campus housing agreement due to COVID. The Department of Residential Life will notify the OSA of any such changes.

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.

