



Summer Housing Assistant Position Description

Conference Housing • Campus Residences

crch@stonybrook.edu • 631-632-6750

Position Summary

The Summer Housing Assistant (SHA) position is a summer student assistant position. Their primary responsibility is to support the Campus Residences' staff as well as conference/summer adult and youth participants to make sure that all housing needs are met. The SHA's primary duties are to prepare and organize various elements of housing for conference groups as well as provide quality customer service. The SHA's work schedule is dependent on the demand for hall facilities. Schedules will vary weekly and include mandatory dates and shifts fluctuating in length based on check-in and check-out needs.

Position Qualifications

1. Applicant must be a current student at Stony Brook University at the time of employment and must be enrolled in Summer 2024 or Fall 2024 classes.
2. Applicant must be in good academic standing (minimum 2.50 semester and cumulative GPA) at the time of application and throughout the term of employment.
3. Applicant must be in good student conduct standing.
4. Applicant must be able to work for the entire duration of the summer and live in a Conference Housing summer community (*note: graduate students with 12-month housing agreements for the 24-25 agreement term do not meet eligibility requirements to apply*). The timeline typically runs from mid-May to the third week of August. Accommodations can be made for current and future RAs, as both SHAs and RAs support the start and end of summer housing transitions.
5. Applicant must demonstrate the ability to interact with conference/summer participants 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.
6. Applicant must possess strong problem-solving skills and be able to make fast and accurate decisions in high-pressure situations.
7. Applicant must be able to work both independently and as a team member.
8. Applicant 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, socioeconomic standing, and spiritual beliefs than their own.
9. An applicant who is employed (previously, currently, and in the future) by Campus Residences must be in good employment standing and remain in good employment standing within all of their positions to be eligible and maintain a Summer Housing Assistant position.
10. If the applicant is working additional hours at pay, they must be eligible for student payroll by the start of their position.
11. The applicant must be able to lift a minimum of 25 pounds and perform walking rounds in and between multiple buildings.
12. The applicant must be available for an individual interview, typically scheduled in March.



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Employment Competencies

Summer Housing Assistants must consistently demonstrate the ability to act as role models and show sound judgment and good decision-making skills at all times. This applies both on and off campus. A Summer Housing Assistant is always expected to:

1. Support and uphold University and Campus Residences policies by example.
2. Maintain privacy and confidentiality when handling issues with conference groups/participants.
3. Communicate and engage with others respectfully across differences.
4. Respond to participant crises.
5. Care for others in a responsible manner.
6. Care for oneself in a responsible manner.
7. Live as a responsible community member.

Compensation

As part of their compensation, Summer Housing Assistants receive a full bed waiver and a meal plan stipend. The meal plan stipend will be distributed over multiple installments. Stipends include \$500.00 for SHAs in a non-cooking space and \$250.00 for SHAs in a cooking space.

Many Summer Housing Assistants will also have the opportunity to work for additional hours at pay. These additional hours will include working on specific tasks, such as linen preparation, setting up and turning over spaces, laundering linens, and desk shifts during the day from 8:30 am to 7 pm. These staff members must be payroll eligible and will be paid \$16.50 per hour (+\$0.25 for returning staff members). Applicants will be asked to indicate their interest in working additional hours for pay within the application.

Primary Responsibilities

1. Participate in overnight duty rotation from 7 PM to 8:30 AM and 24-hour duty on weekends and holidays.
 - a. Duties include, but are not limited to, securing buildings, performing rounds, interacting with residents, performing lock-outs, room checks, filling out duty logs, and completing tasks as assigned.
 - b. Address and report all issues related to safety, well-being, facilities, and emergencies by following Campus Residences protocols.
2. Provide excellent customer service to conference coordinators and participants.
3. Prepare residence halls for summer and conferences, including but not limited to creating bulletin boards, prepping rooms for arrival, submitting facility/maintenance needs, and creating posts/signs.
4. Assist with check-in and checkout procedures for summer residents and conference participants; prepare/distribute keys, work in housing and conference software, answer questions, etc.
5. Serve as the primary point of contact for participants in emergency situations.
6. Work collaboratively with chaperones if employed in Youth Conference Housing.
7. Hold summer residents/conference participants responsible for their actions by documenting any behavior that violates University or department standards.
8. All other duties as assigned.



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Additional responsibilities for those working at pay:

1. Work shifts in an assigned office (open 8 AM-7 PM Mon-Fri) and is available to summer students and conference participants, answer phones, manage an inventory of keys, and perform other administrative/organization-based tasks as assigned.
2. Complete a regular check of rooms to support and address facility concerns outside of checks that are already required while on duty.
3. Complete linen processes for spaces as requested.
 - a. Includes inventorying linens, laundering and sorting linens, setting up spaces, turning over spaces once participants have departed, and packaging linens at the end of the summer.

Terms and Conditions of Employment

1. Successful candidates will be offered employment as an SHA from 5/20/24 - 8/20/24.
2. All offers are subject to a pre-employment grade and student conduct check.
3. Summer Housing Assistants must be available for frequent evening, weekend, and holiday (Memorial Day, Juneteenth, Fourth of July) work as scheduled.
4. Upon taking this position, the employee understands the Summer Housing Assistant role serves their primary position for the summer. Outside employment or academics that interfere with the employee's ability to perform the above responsibilities could lead to job action/termination.
5. Summer Housing Assistants are required to attend all training sessions as part of their role.
6. Every staff member must be free on Tuesday evenings from 6-10 PM to attend mandatory staff meetings.
7. Summer Housing Assistants must work at least three (3) major check-in and three (3) major check-out shifts during their employment period as part of their housing waiver compensation.
8. All Summer Housing Assistants must follow and abide by the [Terms of Occupancy](#) and [Code of Student Responsibility](#) for the duration of their employment.
9. For Summer Housing Assistants working with Youth Conference groups:
 - a. The SHA must pass a background check, participate in child safety protocols training, and be certified in child safety protocols established by the State of New York.
 - b. SHAs in Youth, Summer, or Conference buildings are not allowed to have guests or alcohol in the building, while youth groups with minors are present in the building.
10. The weekly scheduled hours will fluctuate to meet conference needs. Summer Housing Assistants must be flexible and able to adjust shifts during the week to accommodate conference demands.
11. Summer Housing Assistants must reside in the assigned area for the duration of their employment and might be scheduled to work in other residential communities where support is needed.
12. The behavior of each Summer Housing Assistant will be periodically evaluated during their employment in keeping with the duties and responsibilities of the job description.
13. Summer Housing Assistants may request up to 7 consecutive days off from the position for the summer. All days off must be approved in advance in written communication by the supervisor, and the day cannot be on a high volume day, as determined by the supervisor.