



## Housing and Residential Education

### **Summer Housing Assistant**

#### **Position Description**

Housing and Residential Education

UW-Green Bay

#### **Position Summary Statement:**

The Summer Housing Assistant (SHA) serves Housing and Residential Education (HRE) by assisting the department in planning and implementing projects related, but not limited to, facets of the HRE department: Residential Education, Camps and Conferences, Housing Facilities and Maintenance, and Business Operations. In addition to HRE and Camps and Conferences projects, SHAs are expected to serve their community of on-campus residential students by providing duty coverage, serve in an on-call rotation, plan events for on-campus residents, and generate a sense of community for students who choose to call UWGB home during the summer.

This position is supervised by an Area Coordinator or the Assistant Director for Camps and Conferences, with oversight from the Associate Director for Residential Education.

Work hours are for the summer months and may include some weekend, evening and Holiday hours with advanced notice.

Summer Housing Assistants will serve as part of an on-duty team to cover housing-related calls and complete a set of rounds through all residential buildings on a rotating basis including weekends and holidays.

Summer Housing Assistants are required to live on campus and housing is included as part of compensation.

Dates of employment: May 1, 2025 – September 2, 2025

#### **Residential Education Responsibilities:**

1. Initiate, carry out, and complete projects for Residential Education, Camps and Conferences, Housing Facilities and Maintenance, and Business Operations.
2. Live in an assigned building and provide staffing and coverage for that building.
3. Stay overnight in occupied residence halls while camps are present. This may require temporary reassignment of room placement.
4. Serve on a rotating night-shift schedule, which includes being reachable by an issued cellular device and remaining on campus for the duration of the assigned shift.
5. Serve on a rotating on-call schedule, which includes being reachable by an issued cellular device and being able to return to campus in a reasonable amount of time.
6. Conduct rounds of all residential facilities based on the rotating schedule.
7. Respond to service needs, questions, problems, policy violations, and emergencies.
8. Plan activities and events for summer residents and guests with direction from supervisor.
9. Intentionally engage with on-campus residents to generate a sense of belonging and community and assess student health and wellness.
10. Support GB Orientation efforts for Housing and Residential Education.

11. Prepare and distribute snowbird kits to rooms prior to arrivals.
12. Hold building meetings where appropriate to distribute and communicate information to students and other guests

### **Summer Camps Responsibilities:**

1. Prepare Summer Housing Assistant rooms for use by Summer Housing Assistants during hall occupation by camps.
2. Facilitate building and emergency meetings with camps upon arrival.
3. Assemble camp materials prior to camp arrivals.
4. Prepare rooms for camp arrivals.
5. Assist camp check in and check out processes.
6. Check rooms for belongings and damages after camps.
7. Support the summer camps & conference office operation.

### **Miscellaneous Responsibilities:**

1. Complete daily cleaning/custodial tasks in common areas of occupied buildings.
2. Support all summer Housing and Residential Education teams, which may include other duties not directly outlined within this job description (ie: room cleans, tour help, etc)
3. Keep supervisor updated on daily progress of projects as assigned.
4. Act as a positive representative of Housing and Residential Education and the University.
5. Assist with other duties as assigned.

### **Required Qualifications:**

1. Ability to work independently with high level of attention to detail, organizational skills, exercise sound judgement, and commitment to working as a team.
2. Availability of a minimum of 20 hours per week. **Attendance at all training sessions is mandatory.**
3. Strong interpersonal communication and customer service skills.
4. Maintain student status with a minimum of 2.5 GPA, semester and cumulative. Student staff members who drop below the 2.5 minimum standard for semester or cumulative, may be released from their position or placed on employment probation.
5. Must be in good disciplinary standing with the University. Candidates currently on probation through the Dean of Students Office may not be considered.
6. Satisfactory criminal background check and completion of all required hiring paperwork is required.
7. Ability to lift and carry up to 50 pounds, with or without accommodation.
8. Must be able to climb stairs, conduct rounds of buildings (some with elevators and some without), be able to respond to emergencies, and stand for long periods of time.

### **Preferred Qualifications:**

1. Working knowledge of Housing and Residential Education and prior student housing experience.

### **Compensation:**

This position offers a competitive hourly wage of \$12.25 per hour and on campus housing for the summer term including the summer to fall interim. If at any time you leave or are terminated from this position you will be financially responsible for the rest of the summer housing contract and interim period.

*Summer Housing Assistants should consider the Summer Housing Assistant as primary employment. Limited employment outside of the position may be granted by the supervisor on an individual basis. Summer Housing Assistants are responsible for keeping their supervisor updated on any employment changes and any unapproved changes may lead to job action.*

Anticipated Required Working Dates *(Subject to change)*

May 12-23(training), June 10-14, June 18-21, June 23-28, July 6-12, July 13-19

I accept this position as outlined in the position description. I realize that failure to meet the job requirements described above may result in disciplinary action which could including termination of my employment.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date