**Summer Program Assistant - Housing and Residential Life**

**RESPONSIBILITIES:**

The EWU Housing and Residential Life Summer Program Assistant (SPA) is a position of trust and responsibility primarily responsible for ensuring a safe, productive and positive residence hall experience for camp and conference guests. SPAs serve as critical and essential members of the summer programs staff, helping ensure a successful summer session by providing fast, courteous, and high-quality service to students and guests

* Provide “On-Call” duty for one residence hall an average of approximately three 24-hour periods per week. This includes performing designated rounds of facilities, staying overnight in the designated “On-Call” room, carrying the “On-Call” phone and responding to calls. Typical responses could include key-ins, facility concerns, and emergency situations.
* Prepare materials for check-ins including keys, prox cards, meal cards etc.
* Perform check-in and check-out of guest groups. Verify and/or prepare rosters, issue keys and prox cards, and ensure accuracy of records.
* Assist the professional staff with building inspections before and after camp groups. Evaluate condition of rooms after camp check-out and perform minor cleaning of rooms under the supervision of a Senior Summer Program Assistant or Professional Staff member.
* Host programming/social events for summer school residents approximately twice a month.
* Provide hall office hours as needed by summer school, individual camp groups, or as assigned by professional staff.
* Participate in weekly staff meetings to prepare for and debrief camps and operations.
* Function as a liaison between summer residents, campus guests, and the Office of Housing and Residential Life.
* Observe and enforce all departmental and university policies, as well as all local, state, and Federal laws. Also observe and enforce individual camp policies and regulations.
* Represent Housing and Residential Life at New Student Orientation events, which may include assisting in hall tours, assisting with the HRL informational table, or greeting New Student Orientation Participants.
* Perform other duties as assigned. This may include but is not limited to: sorting mail or assisting with projects in the HRL office.

**SUPERVISION**

* The official supervisor for the SPAs is the Assistant Director of Residential Life. However, HRL Professional staff who are assigned to manage student staff will be the operational supervisors, will schedule on-call, check-in and other work shifts, will provide training, direct supervision and feedback, and provide guidance in the performance of responsibilities.
* On-Call staff will contact the Professional on call for guidance and support in dealing with crisis or problems.

**PERIOD OF EMPLOYMENT:**

* All summer staff will work June 17th, 18th, and 20th, 2023 for training and building preparation, and work most days through July 1st, 2023. Due to New Student Orientation (NSO) events, July 16th and August 3rd are not days that may be taken off.

**Summer Phase 1:** June 17, 2023 at 5:00pm until July 15, 2023 at 5:00pm (approximately 4 weeks).

* Compensation package valued at $2510.00\* ($1460.00 stipend split over the period of employment, housing valued at $1050.00)

**Summer Phase 1 and 2:** June 17, 2023 at 5:00pm until August 12, 2023 at 5:00pm (approximately 8 weeks).

* Compensation package valued at $5020.00\* ($2920.00 stipend split over the period of employment, housing valued at $2100.00)

**Summer Extension** (opportunity for 2 to 3 employees, to be decided later during summer): August 12, 2023 at 5:00pm until September 6th, 2023 at 5:00pm (approximately 3 weeks)

* Compensation package valued at $627.50 per week. Includes $365.00 stipend and housing (valued at $262.50 per week) during employment period.

REQUIRED QUALIFICATIONS:

Must be an EWU student and must be enrolled for Fall 2023.

Must possess and demonstrate strong organizational, administrative, interpersonal, and time management skills.

Availability to work nights and weekends.

Ability to lift up to 40 pounds, walk stairs, and stand for prolonged periods.

PREFERRED QUALIFICATIONS:

Experience as a CA, RA, Office Worker, summer camp or conference staff or equivalent position at EWU or another university.

Minimal outside obligations during the summer. (Applicants will not be disqualified based on summer school or other outside obligations, but such obligations will be a consideration due to scheduling needs during peak periods. All summer staff will be encouraged to schedule vacation leave during off-peak periods.)

All employees must comply with EWU Immunization Policy 602-02 and provide proof of immunity or vaccination to MMR before beginning work at EWU. Waivers for the immunization requirements are available for medical or sincerely held religious beliefs.

This position, during the course of university employment will be involved in the receipt of, or accountability for, university funds or other items of value; as well as the unsupervised access with the developmentally disabled, vulnerable adults or children under the age of 16. The offer of employment is contingent upon successful completion and passing of a background check prior to beginning employment.

Student employees are subject to EWU's Employment Policies and Procedures and the EWU Student Code of Conduct. As a student employee, are are expected to adhere to both. Please be advised that violations of the EWU Student Code of Conduct may affect your employment of campus, even if the conduct occurs beyond the scope of your job responsibilities.