
HUMBOLDT STATE UNIVERSITY

Housing & Residence Life

STUDENT ASSISTANT (SA) POSITION DESCRIPTION

SCOPE OF FUNCTION

The intention of Residence Life is to focus on the education and holistic growth of the residents by creating a safe, socially just, and environmentally responsible community. The Student Assistant works in conjunction with Housing and university staff to foster a sense of community and promote a quality environment for all residents by specifically assisting Residence Life professional staff.

APPOINTMENT

Appointment is for the period of **Monday, July 26, 2021 at 9:00 am through the closeout of the residential facilities on, Friday, May 20, 2022.** Area assignment is dependent upon department need and is subject to change. If living on campus, Student Assistants must vacate their designated spaces no later than **12:00 p.m. on Saturday, May 21, 2022.** The appointment is contingent upon completion of assigned tasks and performance evaluation.

- Maintain a 2.5 undergrad/3.0 grad semester and cumulative GPA
- Maintain full-time enrollment status; 12 undergrad units/9 grad units per semester
- Remain in good financial and judicial standing
- May not exceed 10 hours of outside employment/extra-curricular activities per week without supervisor's approval.
- May not hold any executive position in the Residence Hall Association, Area Council, or any satellite committees

COMPENSATION

- \$14.98 per hour up to 20 hours per week (*will increase Spring Semester*)

ATTENDANCE

- Student Assistants must be available for the following required meetings:
 - Weekly staff meetings (day and time to be determined by the Supervisor).
 - One-on-One meetings with supervisor
 - Committee meetings (as assigned)
- Expect to spend approximately 15-20 productive and involved hours per week completing tasks related to the position, including some evenings and weekends. Please be aware that these times can vary depending on the time of the year and circumstances. SAs will complete all responsibilities as listed in the Job Description, the ResLife Staff Manual and those outlined during trainings
- Fully participate in all scheduled training activities and major Housing and Residence Life events. This includes, but is not limited to:
 - Student Assistant Training: July 26th – July 30th
 - Fall Training: August 2nd – 13th
 - Fall Training days are typically 9:00am – 6:00pm, including an off-campus retreat, as well as some evenings and weekends. Resident Advisors should adjust their schedules accordingly to be available during this period
 - Move-In days and Welcome Week events: August 14th – August 22nd
 - Regular In-services and other on-going Training Sessions
 - Homecoming events
 - Fall Move Out Day (Saturday following Fall Finals Week)

- Winter Break Room Inspections (Saturday following Fall Finals Week)
- Student Leader Selection Process (Spring Semester)
- Spring Preview Day and Preview Plus (April & March)
- Spring Semester Staff Training in January (one week prior to start of classes)
- Spring Semester New Student Move In Days (January)
- Spring Move-Out Day in May (weekend after finals)

Dates and additional training, athletic events and programs subject to change dependent upon department need

COMMUNITY DEVELOPMENT

- Fulfill all programming requirements, including large-scale programming assignments, as detailed in Fall Training, Supervisor Meetings and the Student Staff Training Manual
- Build and maintain positive relationships with residents
- Provide assistance and resources as needed
- Mediate conflicts within the community and staff
- Monitor email accounts and respond promptly to resident and employment issues. A 24-hour response is expected
- Be a mentor to Residence Life Student Staff

ADMINISTRATIVE RESPONSIBILITIES

- Be knowledgeable of information included in the ResLife Staff Manual and the *Residence Life and You Handbook*.
- Report maintenance, custodial, grounds and other facility-related concerns
- Complete weekly reports, programming paperwork, and other administrative duties as assigned
- Complete Health & Safety Inspections
- Communicate with supervisor regarding staff and resident issues
- Monitor voicemail messages, email, and staff mailbox each weekday for communication
- Other duties as assigned

POLICY ENFORCEMENT

- Provide crisis intervention and emergency response as needed
- Respond to behavioral infractions
- Be familiar and comply with Housing & Residence Life Policies, as well as Federal and California State Laws. This includes computing guidelines, confidentiality, alcohol education and FERPA compliance
- Abide by the Clery Act and Campus Security Act and other mandated reporting expectations