Summer Program Specialist

Summer 2017 Position Description

Department of Residence Life • Division of Student Affairs • University of Wisconsin-River Falls

Title: Summer Program Specialist (SPS)
Department: Residence Life
Reports to: Residence Life Coordinator, directly; Hall Director, indirectly
Appointment: Summer. Employment expectations begin the date a staff member accepts the position offered. (May 12 – September 1) or (May 12 – August 21, if an RA in the fall semester)

Remuneration:
1. Single Room. Residence Life will provide a single room in an assigned residence hall at no cost.
2. Hourly Pay. SPS are paid $9.00/hour for 25-30 hours each week, for 16 weeks, paid every other week.
3. Partial Meal Plan. SPS will receive a partial meal plan during summer months, when dining service is available.

Position Summary

The Summer Program Specialist is a live-in, seasonal student staff member in the Department of Residence Life. The Summer Program Specialist is responsible for assisting in the implementation of the Residence Life summer program by connecting with students, creating a sense of community, maintaining a safe and secure hall, working the hall desk, preparing the residence halls for summer occupants, and assisting with summer projects. They also assist with summer camps and conferences by welcoming and assisting guests, helping with check-ins and check-outs, and other hall operations responsibilities. As a member of the Residence Life staff, Summer Program Specialists are expected to work with student residents to create an open, inclusive, and supportive residential community and to perform their functions within the scope of the Department of Residence Life mission, “Live Civilly, Learn Effectively, Discover Success”.

Responsibilities

The Summer Program Specialist position requires regularly scheduled responsibilities throughout summer months during the work day and evenings which require that Summer Program Specialists are available and accessible to residents on weekdays and weekends. This list is not meant to be a comprehensive list of job responsibilities. There will be situations and circumstances that arise which will require staff to perform other duties as assigned.

Residence Community Development
A. Adhere to expectations as outlined by the Department of Residence Life and Residence Life Coordinator.
B. Implement all programming expectations established by the Department of Residence Life.
C. Work to create a sense of community within the summer hall by facilitating regular interaction between residents.
D. Address student behavior that is either inappropriate or indicate the student is dealing with an academic or personal concern.
E. Reside in provided residence hall room; sleep in designated room Sunday through Thursday and at least 2 weekends each month.

Summer Camps & Conferences Programs
A. Attend and participate fully in trainings, weekly staff meetings, one to ones, and other assigned meetings.
B. Serve in overnight duty rotation, including campus-wide duty rounds, for summer hall, camps, and conferences.
C. Provide excellent customer service in completing administrative procedures for summer hall, camps, and conferences (check-in, check-out, incident reports, key checks, linen procedures, etc.) as required.
D. Investigate and report room and common area damage.
E. Facilitate meetings and conversations with guests to communicate residence hall information and expectations.

Summer Operations
A. Staff summer hall front desk from 11:00am - 1:00pm and 4:00 - 6:00pm daily and Residence Life, as scheduled.
B. Assist with custodial projects in residence halls, as needed.
C. Assist with residence hall openings and early arrival residents.
D. Complete various summer projects and administrative duties as assigned by the Department of Residence Life.
Qualifications and Conditions of Employment

A. Summer Program Specialists will promote and have a broad understanding of diversity and inclusiveness in the development of a hall community so that students and guests can feel that they belong in some way.

B. Summer Program Specialists are expected to serve as positive role models for residents and guests which includes being knowledgeable, understanding, following, and supporting University policies, regulations, and procedures.

C. Summer Program Specialists are expected to follow residence hall and University policies, as well as state and federal laws. This expectation applies throughout the period of employment, whether on or off duty, on or off campus.

D. Must have completed one semester at UW-River Falls prior to employment.

E. Must be enrolled as a UW-River Falls student who is returning for the 2017-2018 academic year.

F. Minimum cumulative GPA 2.5 before employment.

G. Available for daytime, evening, and weekend hours (approximately 25-30 hours per week) during employment.

H. You may have other employment outside of UWRF, if approved by the Residence Life Coordinator. Hours scheduled for the Summer Program Specialist position have priority over outside jobs.

I. Taking intensive summer classes is discouraged. The Summer Program Specialist must get approval from the Residence Life Coordinator prior to registering for any classes.

J. UWRF Residence hall living and employment experience preferred.

“The mission of the Department of Residence Life is to create residential communities where students can live civilly, learn effectively and discover success.”