HOUSING OFFICE

STUDENT POSITION: Community Assistant – Summer School

REPORTS TO: Assistant Director for Housing Assignments – Housing Office

DESCRIPTION: The summer Community Assistants (CA’s) are collectively responsible for all summer residents (approximately 100-200 students total) who reside on campus in our housing summer residence hall. CA’s contribute to the greater mission of Santa Clara University by helping build an inclusive community and by caring for each individual on their hall. Specific responsibilities include but are not limited to: performing resident check-ins and check-outs, communicating maintenance requests, enforcing the Student Conduct Code, providing programming, as well as administering general SCU Residence Hall procedures. Additionally, this position requires that students work well under pressure and have well developed interpersonal communication skills.

QUALIFICATIONS:

• Reside within summer school residence hall from approximately June 15, 2014 through September 20, 2014 (room is provided on-campus)
• Previously holding the position of either Community Facilitator, Neighborhood Representative, Assistant Resident Director, Community Assistant or Business Services Specialist is preferred
• Knowledge of residence halls and campus resources
• Basic computer skills required
• Ability to process detailed information in a timely manner
• Willingness to perform duties that require physical activity
• Be in good conduct standing with the University
• Full summer or end of summer availability preferred

COMPENSATION: Accommodations in summer school residence hall from approximately June 15th – September 20th and an hourly wage.

An additional, minimum requirement of 10 additional hours per week is performed within the Housing Office; additional hours are paid at an hourly wage rate determined by your previous on-campus work experience

CLASSIFICATION: Summer: Student Assistant II
School Year: Student Assistant I

START DATE: Summer: June 15, 2014
Additional considerations:
Training & limited office hours prior to May 31, 2014
Must attend CF Closing & Check-Out training
School Year: September 22, 2014