

AREA ASSISTANT

JOB DESCRIPTION FOR 2017-2018 ACADEMIC YEAR

The Area Assistant (AA) is a member of the Housing & Residence Life team and is responsible for mentoring and assisting the staff team and mentorship of the assigned area through technical, administrative, and programming efforts, as well as living in the residence hall community. Under the direction and supervision of a Resident Director (RD), or Area Coordinator (AC), the Area Assistant is responsible for providing resources and assistance that will make each residence hall community a place that supports and enhances all aspects of student life. An AA is a full-time student at the University of Idaho who lives in the residence halls and acts as a representative of the residence hall community to other administrative departments within the University. The AA position is a one-academic-year appointment; however, Housing & Residence Life retains the right to terminate a position at will or for cause. Performance expectations include, but are not limited to the following responsibilities and obligations.

I. REQUIRED QUALIFICATIONS

- a. Enrollment as a full-time undergraduate (12 credits) or graduate (9 credits) student at the University of Idaho
- b. Maintain a 2.7 grade point average (both semester and cumulative) while holding the Area Assistant position (failing to meet this expectation at any point of employment may result in termination). Graduate level Area Assistants must maintain a minimum grade point average of 3.0.
- c. Be enrolled in a maximum of 16 credits per semester. Exceptions must be made by the area supervisor.
- d. Be involved in no more than 10 hours total of outside activities (other employment, clubs and organizations, etc.) per week.
- e. Excellent organizational, time management, administrative, team building and programming skills
- f. Prior demonstrated leadership experience
- g. Prior peer mentoring and/or advising experience

II. PREFERRED QUALIFICATIONS

- a. Prior Housing & Residence Life staff experience
- b. Prior programming success
- c. Prior group or community living experience
- d. Involvement on campus or within Housing & Residence Life

III. TEAM TRAINING AND DEVELOPMENT (20%)

- a. Attend Fall Residence Life Team Training beginning on July 31, 2017 and Spring Training beginning on January 4, 2018 for all Residence Life Staff.
- b. Attend departmental in-service meetings Wednesdays from 4:00-6:00pm.
- c. Attend regular one-on-one meetings with area supervisor.
- d. Attend weekly staff meeting with area supervisor and staff
- e. Attend bi-weekly meetings with the Associate and Assistant Directors of Residence Life.
- f. Serve on the Paint the Palouse committee and assist in the planning and implementation of the annual event.
- g. Participate in area and department committees.
- h. Participate in the planning and implementation of all residence life training and development activities. This includes but is not limited to in-service, fall and spring training, and weekly area staff meetings

IV. RESIDENT ASSISTANT MENTORING AND DEVELOPMENT (35%)

- a. Act as a mentor and a resource for area staff team members.
- b. Collect and assess programming feedback for area staff.
- c. Hold regular one-on-one meetings with area Resident Assistants to offer support and assistance regarding programming, classes, and personal development per supervisor's recommendation(s).
- d. Maintain accurate weekly traditions, monthly programs and bulletin boards.
- e. Act as a campus liaison resource for monthly programs. Connect staff and students with University of Idaho campus resources.
- f. Attend, participate, and evaluate the programs & weekly traditions of area staff members, as assigned by area supervisor.
- g. Coordinate one area program per semester. Typically these area programs are annual event specific to the residence hall community they reside in.

- h. Organize the Residence Life End of the Year Banquet as an AA team.
- i. Shadow two (2) duty shifts per semester with each RA

V. ADMINISTRATIVE SUPPORT (30%)

- a. Support academic, social and involvement conversations with residents as needed
- b. Meet with residents to provide support and resources when concerns are identified in the Interaction Model.
- c. Maintain and update necessary forms in the area office.
- d. Hold office hours as required by area supervisor.
- e. Assist with residence hall opening and closing activities and coordinate the creation of bulletin boards, door decorations, and necessary signs in area.
- f. Coordinate and manage the semester on-call schedule for area.
- g. Create semester program calendars for specific area. Provide supervisor with programming updates monthly.
- h. Track Community Council meeting RA staff attendance
- i. Track Student Success Program events and RA attendance at events
- j. Oversee assigned area staff team bulletin board responsibilities.
- k. Manage staff budgets.
- l. Submit monthly area reports to supervisor.
- m. Write at least one OTM (Of The Month) recognition award every month.
- n. Assist with the evaluation process for all student staff in area.
- o. Manage, maintain and upkeep Student Staff work room and inventory supplies.
- p. Assist with Housing & Residence Life recruitment and retention efforts and events.
- q. All other duties as assigned by area supervisor, Assistant Directors, or the Associate Director of Housing & Residence Life, or designee.

VI. COMMUNITY DEVELOPMENT (15%)

- a. Student Development
 - i. The Area Assistant is expected to work with their area staff team and their supervisor on area programs.
 - ii. Act as an information/referral resource to residence hall students.
 - iii. Report all relevant and necessary interactions with residents and staff (including mediation and referral) to area supervisor.
- b. Community Council
 - i. Act as a Residence Life representative at all Community Council functions and meetings.
 - ii. Attend all Community Council meetings (one every week, typically on Monday evenings). This may include attendance at executive board meetings.
 - iii. Regular one-on-one meetings with area Community Council representatives, floor representatives, and programming chairs.
 - iv. Track and maintain accurate records of floor representative programming and area programming
 - v. Develop a cooperative relationship, acting as a mentor and resource, with Community Council executive officers and floor representatives in order to plan and implement joint area and/or hall programs.
 - vi. Attend Leadership Training events each semester (i.e. Leadershop or any retreats).
- c. Theophilus Tower Area Assistant
 - i. Responsible for program support, annual events including Tower Trick or Treat, and community development of the 1st or 2nd floor of the Tower, depending on gender of floor and AA.

VII. COMMUNICATION

- a. Report all emergency and other relevant situations and events utilizing emergency protocol and complete reports for each incident in a prompt, appropriate, and timely manner.
- b. Communicate openly as a Residence Life team member in order to promote consistency, mediate any concerns, and provide personal and professional support.
- c. Maintain confidentiality of students, and staff members between self and area supervisor. Residence Life staff members may share information only under advisement and approval of area supervisor.
- d. Provide information to any University Leadership as necessary, including the Dean of Students.

VIII. ON-CALL GUIDELINES

- a. Serve in the Residence Assistant On-Call rotation as needed
 - a. On-call hours are 7:00pm to 7:00am Sunday through Thursday. Weekend on-call begins Friday at 7:00pm

to Sunday at 7:00pm. RAs on-call must remain within their Residence hall while on call. Resident Assistants are responsible for providing on-call support during all observed University closures. It is the responsibility of the area supervisor to determine the on-call need for their area.

- i. During weekend on-call, the staff member is expected to adhere to the expectations listed above. After 7:00am and until 7:00pm, the designated staff member will be reachable by duty cell phone on Saturday and Sunday. Staff will not be restricted to their building during these hours; however, one of the two weekend staff must remain on campus.
- b. Be present in designated area during on-call, with door open, from start of on-call until the time at which quiet hours begin (unless there is a confidential meeting taking place with a resident or supervisor).
- c. Communicate to residents and staff members of where the Resident Assistant is if they are not in the designated duty area (may include note on the designated area door).
- d. Completion of hourly rounds of the area from time that on-call starts until quiet hours starts (or when all situations/incidents/issues have been resolved).
- e. Attend to work matters with a sense of priority. Refrain from lengthy personal phone calls, and no personal guests unless approved by the area supervisor.
- f. Perform lobby hours as requested by area supervisor.

IX. TIME COMMITMENT

- a. An average of twenty hours per week will be required of the Area Assistant; this average includes program attendance, meetings, and completion of assigned tasks. During the year there are major events such as fall training, staff selection, Paint the Palouse, Envision Idaho, and UI Idaho Bound, which may require more than twenty hours of work per week.
- b. Personal commitments of more than ten (10) hours in total outside of 16 academic credits must be discussed with and approved by the Associate Director of Housing & Residence Life.
- c. No outside employment is allowed without direct approval from the Associate Director of Housing & Residence Life.
- d. Approval from area supervisor to hold any office in campus or community organizations.
- e. Limited to 12 nights away from the assigned building during each semester, with no more than four (4) weekend nights away a month. A night away is defined as the AA not being in their assigned room by 2am.
- f. Must complete all closing tasks at the end of each semester (December and May) and will be released no earlier than Sunday December 17, 2017 at 8:00am, and Monday May 12, 2018 at 8:00am, unless all requirements are fulfilled.

X. ETHICAL GUIDELINES

- a. Follow and enforce the Residence Hall and Dining Services Agreement, Residence Hall Handbook, University of Idaho Student Code of Conduct and Student Bill of Rights, the Residence Life Code of Ethical Standards and all federal, state, and local mandated laws.
- b. Maintain and follow established procedures and protocol in requesting services from University departments.
- c. Act as a positive role model at all campus functions regardless of where they physically take place.
- d. Behave as an ambassador of the University of Idaho and the Residence Life team to students, their parents, visitors to campus, and the Moscow community.
- e. Avoid romantic relationships with residents or staff in the area which the AA in question works.
- f. Support and be professional towards all Housing & Residence Life staff members.

XI. EVALUATION AND JOB ACTION

- a. Evaluation of performance for each Area Assistant will be formally done once every semester by their area supervisor.
- b. Pending evaluation, application, and interview the Area Assistant may be re-appointed for another academic year.
- c. Termination of an Area Assistant position by either party prior to completion of the academic year, may not guarantee assignment of a regular residence hall space, and will be at the discretion of the Associate Director for Residence Life or his/her designee.
- d. In the event of termination/resignation from the position, the AA may be responsible for any prorated amount on a meal plan or room rate.
- e. Deviation from or violation of this job description at any point during employment will be grounds for probation or possible immediate dismissal from the Area Assistant position and eviction from the Residence Halls.
- f. The Area Assistant position is a full academic year commitment. Failure to complete the full year, or failure to complete end of the semester / end of year requirements may result in a fine up to and including the full

compensation. Exceptions to this can be made by the Associate Director of Housing & Residence Life.

- g. Housing and Residence Life will provide each staff member a polo/shirt for use during official functions, i.e. opening, recruitment events, etc. **It is the responsibility of each staff member to provide their own khaki pants** to complete the Housing and Residence Life uniform.

XII. COMPENSATION

- a. Area Assistants receive the following as compensation for their position:
 - i. A residence hall room space and board plan for duration of employment, when dining services are available.
 - ii. \$1350.00 scholarship, half in the fall and half in the spring.
 - iii. \$100.00 book scholarship per semester
 - iv. Student staff are not eligible to receive the Resident Scholarship

This appointment is from July 31, 2017 to May 13, 2018

I have read and agree to the terms specified in this job description.

Area Assistant Name	Signature	Date
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Area Supervisor Name	Signature	Date
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The University of Idaho is an equal opportunity/affirmative action employer and educational institution.