

2024 Summer Resident Assistants – Position Overview

Residence Life Summer Resident Assistants (SRAs) will serve as the main student support staff for students and guests staying in Mathew Living Learning Center (MLLC) during the summer period. Additionally, SRAs are responsible for maintaining hall spaces for those students and guests as well as providing assistance for other tasks needed to prepare and support MLLC Summer residents.

SRAs can expect to gain administrative and customer service experience through their assistance with the summer operation of MLLC. Working in a team environment will assist in developing skills, leadership, teamwork, organization, time management, and communication.

Summer Resident Assistants will:

- Provide customer service for students and guests staying in MLLC.
 - Staff the Hall Office between the hours of 6-9pm daily (excluding weekends).
 - Process incoming mail and disperse to our summer residents.
 - Participate in a consistent, rotating duty format.
 - SRAs will have a consistent weekday they are on-call.
 - SRAs will provide duty coverage for roughly 4 weekends throughout the summer.
 - Complete daily hall rounds—when on-call.
 - On-call SRAs will be expected to pick up the duty phone at 4pm on the day they are on-call and drop it off at 7:30am the following day.
 - Provide answers/support to general resident questions/needs.
- Perform administrative duties throughout employment.
 - Assist with lock-out.
 - Check-in residents when they arrive.
 - Check-out residents as they depart.
 - Provide assistance in potential crises that occur.
 - Forward facility/maintenance issues to the correct individuals to ensure residents have functioning living spaces.
- Work with Campus Partners, like NDSU Police and Professional Residence Life On-Call Staff.

Due to the nature of the position, SRAs will be required to live within MLLC during the time of employment. Your move into your summer assignment would occur during the week of May 6, 2024.

Senior Summer Resident Assistants will:

- Perform all the tasks listed above under the “Summer Resident Assistants will” section.
- Provide direct assistance to the MLLC Hall Director.
- Conduct daytime office hours.
 - These would be determined through discussion with the MLLC Hall Director.
 - Daytime office hours will equal up to 15 hours a week.
- Lead the planning, preparation, and facilitation of summer events put on by MLLC Summer staff for summer residents.
- Oversee the completion of community billboards with information pertinent to summer residents.

Required Qualifications:

- In good standing with our NDSU Residence Life code of conduct and conduct process.
- Must have a cumulative and semester GPA of 2.5 or higher.

Preferred Qualifications:

- Excellent communication skills.
- Organizational skills and attention to detail.
- Effective time management.
- Ability to work both independently as well as in a team.
- Prior Residence Life experience.
- Enrolled as an NDSU (or NDSCS) student for Spring 2024 and/or Fall 2024 by contract start date.

Time Commitment:

SRAs can move into their summer assignment during the week of May 6, 2024. The SRA position will begin on Sunday, May 12, 2024. SRAs who will transition into an RA role for the 24'/25' academic year will end their employment early.

Due to the nature of this position, hours may vary. There are standing hours of expected responsibilities (i.e. Hall Office hours while on-call, duty rounds, etc) that intertwine with unexpected, but necessary responsibilities (lockouts, crisis response, additional check-in/check-out coverage, etc.). Over the course of the summer, your hours will average around 15 hours of expected availability per week along with additional weekends when on-call. On days you are not on-call, it is highly suggested that you be around the MLLC community after 6pm (unless otherwise discussed with your supervisor).

Outside commitments/employment are allowed but must be flexible to the SRA responsibilities and schedule. SRAs can complete summer classes. The MLLC Hall Director must pre-approve employment outside of the SRA position (including on-campus jobs).

Student Staff members are allowed time off during the summer. There may be times when all staff will be expected to be around to assist with MLLC summer operations. These times include, but are not limited to:

- Summer 24' initial check-in, Summer 24' official check-out, and high-traffic times for summer students/guests (to be figured out as we near the summer semester).

Dates of Employment:

- Training – Saturday, April 27, 2024
 - The Senior SRA will go through additional training with the MLLC Hall Director outside of the above training date.
- Move-in Date – Week of Monday, May 6, 2024
- Start Date – Sunday, May 12, 2024
- Staff Development – Date TBD
- End Date – Monday, August 12, 2024
- Move-out Date – Week of Monday, August 12, 2024

Compensation:

- Free room and meal compensation
- Senior SRAs would receive \$11.50/hour for daytime work up to 15 hours a week.

Application Process:

- Applications available – Monday, February 5, 2024
- Application deadline – Sunday, February 25, 2024
- Interviews conducted – Monday, March 11, 2024 through Thursday, March 14, 2024
- Position offers begin – Friday, March 15, 2024

Applications are online at www.ndsu.edu/reslife/summer and must be submitted by 11:59 pm on Sunday, February 25, 2024.