

Student Assistant Graduate and Family Housing Position Description

The Student Assistant (SA) within Graduate and Family Housing is a part-time position (up to 20 hours per week). The SA is a staff member in an on-campus apartment complex (“village”) consisting of 208 to 348 apartment units. The SA is supervised directly by a Residence Director (RD) or the Residence Life Coordinator (RLC) and **assists** the (RD)/(RLC) in performing the following duties:

I. Description of Duties:

- A. Maintain regularly scheduled office hours to serve village residents.
- B. Assist in checking in and checking out apartments, including the coordination of Custodial and Maintenance requests.
- C. Assist residents in emergency situations, lockouts, etc., during hours of operation.
- D. Complete incident reports as needed.
- E. Maintain daily communication with the Main housing office and follow-up on administrative request from the Main Housing office.
- F. Encourage participation in village activities.
- G. Act as a resource person to village residents regarding services on campus and in the Gainesville area.
- H. Attend regularly scheduled staff meeting.
- I. Assist the supervisor in recruiting and training new staff.
- J. Attend training sessions arranged by the RD, RLC, and/or the Assistant Director of Housing for Village Communities (ADH-VC).
- K. Maintain the calendar and paperwork necessary for the use of the commons room.
- L. Keep information on residents updated on the computer system.
- M. Help maintain the office appearance and supply areas.
- N. Perform other duties as assigned by the RD RLC, and or the ADH-VC.
- O. Maintain residents’ records and confidentiality.
- P. Assess office supply needs and inform supervisor.

II. Qualifications:

- A. Demonstrate effective skills in customer service, communication, leadership and organization.
- B. Demonstrate effective computer competency.
- C. Have good oral and written communication skills.
- D. Availability to work during holiday breaks and between academic terms on a 12-month basis.
- E. Willingness to provide a minimum of two-weeks notice prior to terminating employment.
- F. Ability to work with students and people from various backgrounds.

G. If applicant is not a United States citizen or permanent resident they must provide proof of required authorization to secure employment.

III. Pay Rate and Appointment Period:

A. Interested candidates should complete an application.

B. The pay for this position is an hourly minimum wage

C. The appointment period is for one semester. Reappointment is dependent on results of a performance appraisal.

D. A person appointed to this position will need to bring a picture ID and Social Security card, visa, and relevant work permits to the Housing Payroll office prior to the first day of work.