HOUSING ASSISTANT

PROGRAMS: SUMMER@BROWN, INTENSIVE ENGLISH PROGRAM, LEADERSHIP INSTITUTE, PRE-BACCALAUREATE, SPORTS CAMPS, UNDERGRADUATE SUMMER SESSION, ADDITIONAL PROGRAMS DEVELOPED WITH OTHER INSTITUTIONS (7 POSITIONS)

ABOUT US:
The Brown University Pre-College Summer Programs enroll over 5,000 middle and high school students (12-18 years old) from all over the world to engage in first-year college level coursework, and accompanying intellectual growth. Students enroll in courses ranging from one to seven weeks in length, with hundreds of courses to choose from. This is an opportunity for inquisitive students to experience college level academics, participate in fun and challenging activities, make decisions in an independent setting, and learn from and with a diverse group of peers. More information at: http://www.brown.edu/academics/pre-college/overview.php

Occurring at the same time, the Brown University Summer Sports Camps enroll over 3,000 middle school and high school athletes (6-18 years old) to provide the opportunity and encouragement for each athlete to reach their fullest potential. Participants use competitive spirit and sportsmanship to develop and grow not only as athletes, but as teammates and people as a whole. Camps are coached by Brown's varsity coaches, current Brown athletes, and guest coaches from other universities. More information at: http://www.brown.edu/academics/pre-college/sportscamps/

GENERAL JOB DESCRIPTION:
The Housing Assistant position offers an opportunity for undergraduate students to gain practical experience in fostering supportive and inclusive living-learning communities through supporting housing operations and customer service for summer pre-college programs, undergraduate students enrolled in Summer Session, and athletes attending summer sports camps. The practical experience consists of several parts: intensive training led by professionals in student affairs; student support and inquiry response; coordination through hands-on leadership experience; and collaborative working relationships between residential life, athletic staff, and academic administrative staff. This position reports to the Housing Manager who is a graduate student enrolled in a Master’s program in Student Affairs.

This position demands excellent organizational, communication, and leadership skills; attention to detail; and the ability to follow through with assignments and work collaboratively as part of a team. A successful Housing Assistant will also exhibit a positive attitude with energy and enthusiasm, a sense of humor, flexibility, and the interest to work with students and staff from different backgrounds. This live-in position requires staff to display professionalism, maturity, positive role modeling behavior, and good judgement at all times.

PRIMARY JOB FUNCTIONS:
● Promote a welcoming and inclusive environment.
  o Act as a liaison to refer students to appropriate resources as needed.
Staff the check-in table on Sundays to issue key packets to incoming high school students, ranging from 350 – 1,750 students each week.

Serve on a rotating on-call schedule as part of the Residential Life Office team to assist with check-in for early/late arrivals and answer questions.

Assemble welcome packets, consisting of brass room keys, residence hall directions, access keycards, emergency cards, class schedules, and campus maps.

Report unsafe, inappropriate, and concerning behavior.

Enforce policies and procedures.

- Effectively assist in building a sense of team and collaboration within the staff.
  - Attend and participate in Housing Assistant Training.
  - Attend weekly staff meetings.
  - Meet with supervisor for weekly one-on-one.

- Learn about and understand the Pre-College programs, Sports Camps, and Undergraduate Summer Session in which the students and athletes are enrolled in order to better support their success. Work closely with Pre-College Program and Sports Camp Directors, as well as Coaches, where appropriate, to support these goals.

- Work collaboratively with various departments such as Media Services, Brown Card Office, Facilities Management, Conference Services, Dining Services, and Athletics.

- Complete administrative paperwork in a timely and efficient manner.

- Complete other duties as assigned.

- Work evenings and weekends regularly.

**REQUIREMENTS:**

- Must be an undergraduate student.
- Given the responsibilities of this position, outside commitments are only permitted on Mondays after 1:00pm, and all day Tuesdays and Wednesdays. This includes, but not limited to, any employment, internships, research positions, teaching assistant positions, or educational opportunities including class requirements.
- No outside commitments June 3-7, 2017 due to required training.
- Undergraduate students who are Housing Assistants are considered employees for the duration of their employment, so are not permitted to have guests stay in their residential spaces. Employees will need to seek alternative housing options for guests.
- Evening and weekend work is expected.
- Finalists receive a conditional offer of employment pending the outcome of a criminal background check.

**COMPENSATION:**

- $1,800 total stipend. Paid bi-weekly and will be prorated in the instance of early departure.
- Employment dates are June 3 - August 6, 2017.
- A single room and a meal plan.