I. Summary:
Apartment Living Assistant (ALAs) is a para-professional position that is for 29 hours a week (18 hours during the weekday, 2 hours for Health and Safety Inspections and Staff meeting on Tuesday evenings). ALCs utilize ALAs as Assistant Hall Directors. ALAs are required to receive all RA training and partial August Professional Staff training in order to fulfill his/her responsibilities to the fullest extent.

The ALAs will assist with the successful operations of their respective areas, working 20 hours per week (primarily 8:30am – 5:00pm or otherwise needed by the supervisor). This twelve-month position contract begins June 1st, 2016 to May 31st, 2017. The position requires full-time enrollment in a graduate program at Stony Brook University. Every applicant must meet our graduate GPA requirement of 3.0, and be in good judicial standing.

II. Compensation:
Based on housing availability. ALAs will receive a bed-waiver for a one-bedroom apartment, a studio or a premium suite equipped with a refrigerator and microwave or stove. ALAs will receive $300 per semester of Wolfie Wallet if they live in a premium suite. The ALAs may also receive an additional stipend if the room assignment is a single room in a shared apartment, but this varies by assignment. If the ALAs lives in standard housing, the bed-waiver is earned after 17 hours of work and the remaining 12 hours of work will be paid at $15/hr. Vacation days are allotted the December 25th – January 1st holiday week and Spring Break week.

III. Job Description:
Along with contributing to the successful daily operations of Stony Brook Apartments, ALAs will work in support of the functions and responsibilities of various departmental areas. All ALAs are expected to:

Staff Supervision

- Assists the Apartment Living Coordinator with the supervision of seven Apartment RAs (RAs) in the areas of programming, Spirit and pride, Campus culture, etc.
- Acts in the place of ALC in his/her absence.
- Train RAs on University Policies and Health and Safety Guidelines.
- Prepares training presentations for staff retreats and on the job training.
- Oversee Office Assistants (OAs) in the absence/understaffing of professional staff members (emergencies, meeting, training ...etc.).
- Assists in management of functional assignments of RAs.
- Prepare/Update all paperwork for area staff.
Facilities Management

Emergency Responses

- ALAs sit on the professional staff duty rotation for the apartments. For each time that they are on duty they are permitted to subtract 4 hours from their weekly schedule.
- Since ALAs are trained with RAs they respond to emergencies and enter cases in Judicial Action and follow up under direction of ALC.
- Report to Area office and assists with Emergency situations in coordinating tasks (Snowstorms, Hurricanes, Blackouts).
- Take charge with assessing emergency facilities requests in the absence of the ALC or work under direction of ALC.

Check-Out Assessments

- Final Damage Assessments are divided between ALA and ALC under the advisement/direction of the ALC.
  - Uploads videos of damages that may require billing and notify ALC immediately.

Follow-Ups with Apartments

- Follow-up with delegated work order requests and emergency issues.
- Speaks to residents about issues and concerns, educates them on policies and how to prevent issues in the future.

Judicial/Community Standards

- Responds to Fire safety violation and/or Health & safety violations, follow up with residents and document in Judicial Action.
- Assist the ALC with communicating to residents, organizing judicial paperwork, checking for accuracy ...etc.
- Consistently educates residents on University and Campus Residences policies and procedures. When violations happen ACs checks residents’ history in terms of documented health and safety violations and the like to create a mechanism to make residents aware of repeated violations and their impact on the community and the resident him/herself.

Health and Safety

- Responsible for conducting inspections and re-inspections of a given building with an RA.
- Responsible for assigning RA Pairs & Buildings for monthly H&S inspections.
- Creating Health and Safety packets with enough copies of the RA Health & Safety Check List, Inspection Notices and Health & Safety Inspection Records.
- ALA & ALC conduct monthly health and safety of RA apartments. Thus ALA schedules & conducts inspections and re-inspections of RA apartments (with ALC).
- Manages Chapin-wide Health and Safety spreadsheet/database (enter record, flags and follows up to alert ALC of multiple failures within six months ...).
- Creates monthly Health and Safety Inspection Report:
  - Failures with ICF numbers, Warnings, Vacancy Issues, and Maintenance Requests entered with Work Order Number.

Administrative

Approving Request Forms

- Approving Guest Request forms and Multipurpose Room Reservation requests. Checks resident history prior to approval.
- Notify residents of approval or denial.
- Ensure compliance of reservation and guest policies (always includes information on particular policies
that apply to hosting or reservations).

- ALA works with RAs to schedule monthly RA duty calendar and updates any switches or changes.

Check-ins and Check-outs

- ALA receive the same training as RAs, thus ALAs help with Check-in and Check-outs as well as space assessments.
- ALA coordinates RA Office Coverage in August, December, January, and May.

Committee/Functional/Additional Responsibilities

- Attends Thursday Pro-Staff meetings.
- Assigned Committee/Functional Assignments as per supervisor/department need.
- Other task and/or event planning may be required depending on the situation (GCLS; SARA; CARA; Homecoming/Spirit Week skit, Training).
- Helps with special projects assigned by ALC, AD and/or QOSM.
- Acts as liaison between ALC and QOSM in regards to maintenance issues or work request follow ups.