I. Summary:
The Student Life Assistant (SLA) position reports to the Director of Student Life or Student Life Specialist, and works in support of one of the primary functions of the Southampton and Brookhaven Residential Village Student Life. The QA/AC has a significant role working in collaboration with professional staff in the development of student staff (Resident Assistants and Office Assistants), participating in department and University functions, and contributing to the overall progress in establishing a campus environment conducive to student success. The person in this position will provide administrative support to Student Life team and establish non-supervisory functional relationships with campus/office personnel, maintenance and custodial staff, and other campus constituents.

The SLAs 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:
SLAs will receive a bed-waiver for a two-bedroom apartment or a studio. The bed-waiver is earned after 17 hours of work and the remaining 3 hours of work will be paid at $15/hr. Student Life Assistants can work up to an additional 20 hours a week beyond the required 20 office hours with the approval of the Student Life Specialist or Director of Student Life. 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 Southampton or Brookhaven Residential Village, SLAs will work in support of the functions and responsibilities of various departmental areas. All SLAs are expected to:

Staff Supervision
- SLAs assist in the recruitment, selection, and evaluation of a diverse student staff (s) and provides them with direction, support, and development through daily supervision and regular staff meetings
- Participates in the development and implementation of the ongoing training process for student staff members and supports the implementation and promotion of departmental programs, activities, and campus wide traditions
- Supervises staff in the absence of his/her supervisor

Duty Rotation & Crisis/Emergency Management
On-Call
- SLAs will participate in a Duty Rotation for emergency response with three other staff members.
  Duty Hours: Monday through Friday 5:00pm to 8:30am (next day) and Saturday and Sunday 8:30am to 8:30am (next day)
- SLAs will be given four hours off their office hours for participating in the duty rotation each week
Emergency Response
- SLAs are expected to respond to emergencies, enter cases in Judicial Action and follow up under direction of Student Life Specialist and/or Director for Student Life
- Assist with major emergency situations by coordinating tasks (Snow Storms, Hurricanes, Blackouts)
- Take charge with assessing and following up with emergency facilities requests while on duty

Counseling and Advising
- SLAs often serve as a first contact by handling immediate crisis situations and providing informal counseling while on duty
- SLAs serve as a resource/referral agent for campus and community resources such as the Counseling Center, Student Health Center, University Police/Brookhaven Campus Safety, Financial Aid, etc

Community Standards
- Responds to violations of the Student Conduct Code and Terms of Occupancy, follow up with residents and document in Judicial Action

Community Engagement
- The SLAs assists and advises student staff on developing creative and thoughtful social and educational programming that reflects the values of the department, fulfills the learning objectives pertinent to student success, and fosters community within the residence halls on nights and weekends as needed.
- Other task and/or event planning may be required depending on position

Committee/Functional/Additional Responsibilities
- Attends Tuesday Morning Staff Meetings and other meetings as necessary
- May be required to drive to Stony Brook Southampton, Brookhaven Residential Village, or Stony Brook West/East Campuses for meetings
- Assigned Committee/Functional Assignments as per supervisor/department need
- Helps with special projects and administrate tasks assigned by Student Life Specialist or Director of Student Life

Specific Job Responsibilities

Student Life Assistant, Brookhaven Residential Village (Residential Staff Supervision)
- Reports to Brookhaven Residential Village Student Life Specialist

Staff Supervision
- Assists the Student Life Specialist with the supervision of Resident Assistants (programming, spirit and pride, campus culture)
- Conduct a 1-1 with all RAs each semester
- Assists in management of functional assignments of RAs

Health and Safety
- Responsible for conducting inspections and re-inspections of a given floor with a Resident Assistant
- Responsible for assigning RA pairs & floors for monthly Health and Safety inspections
- Creating Health and Safety packets with enough copies of the RA Health & Safety Check List, Inspection Notices and Health & Safety Inspection Records
- SLA and SLS conduct monthly Health and Safety inspections of RA apartments. Thus SLA schedules & conducts inspections and re-inspections of RA apartments (with SLS)
- Creates monthly Health and Safety Inspection Report:
  - Failures with ICF numbers, Warnings, Vacancy Issues, and Maintenance Requests entered with Work Order Number
Manages Brookhaven Health and Safety spreadsheet/database (enter record, flags and follows up to alert SLS of multiple failures within six months)

Community Standards
- Assist the Student Life Specialist with communicating to residents, organizing judicial paperwork, checking for accuracy …etc
- Consistently educates residents on Student Conduct Code and Terms of Occupancy. When violations happen SLAs 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
- SLA may be asked to hear low level community standards violations by his/her supervisor

Advising
- SLA can serve as the co-adviser to the building’s Hall Council, fostering the development of the Executive Board’s leadership skills

Administrative
- Assist in the various Student Life Office with clerical tasks as need (paperwork filing, key filing, lockouts, etc.)

Package and Mail Sorting
- SLA will assist with package notification and mail sorting when needed

Check-ins and Check-outs
- SLA help with Check-in and Check-outs as well as space assessments

Student Life Assistant, Brookhaven Residential Village (Residential Life and Administration)
- Reports to Brookhaven Residential Village Student Life Specialist

Staff Supervision
Office Assistant
- Assist with the supervision and training of the Office Assistant (OA)

Resident Assistants
- Conduct a 1-1 with all RAs each semester

Administrative
- Assist in the various Student Life Office with clerical tasks as need (paperwork filing, key filing, lockouts, etc.)
- Conduct Weekly Key inventory of all keys in Residence Life Office

Package and Mail Sorting
- SLA is responsible for package notification and sorting mail. SLA will ensure that RAs and OA are sorting mail and packages if SLA is not in the office

Duty Schedules
- SLA works with RAs to schedule monthly RA duty calendar and updates any switches or changes.
- SLA will post the schedule on Google Calendar and in the RA Office

Check-ins and Check-outs
- SLA help with Check-in and Check-outs as well as space assessments
- SLA coordinates RA Office Coverage in December, January, and May

Facilities Management
Room Condition Reports
- Maintaining an inventory and condition of furnishings and equipment within the building
- Creating eRCRs for the building and notifying residents of the condition of the spaces
Check-Out Assessments
- Final Damage Assessments are divided between SLA and SLS under the advisement/direction of the SLS
- Uploads videos of damages that may require billing and notify SLS immediately

Follow-Ups with Apartments
- Follow-up with delegated work order requests and emergency issues from duty reports
- Speaks to residents about issues such as messy showers, educates them on policies and how to prevent issues in the future

Community Engagement
Residential Life
- Coordinates the Community Engagement Calendar which includes West Campus Lifetime and Weekend Life Events, RA Events, and major events from the Student Life team.
- Creates and publishes Weekly Newsletter for Brookhaven Residential Village

Weekend Life
- Assist in the development of Large Scale Weekend Life Events in conjunction with the Student Life Specialist

Campus Connections
- Assist with the development of Community Relation efforts to enhance the campus experience for our students (Good Neighbor Guide recruitment, sponsorship of prizes for large events, etc.
- Assists in the supervision of the Campus Connections RA Functional Assignment

Student Life Assistant, Stony Brook Southampton (Residential Life)
- Reports to Southampton Student Life Specialist

Staff Supervision
- Assists the Student Life Specialist with the supervision of Resident Assistants (programming, spirit and pride, campus culture)
- Conduct a 1-1 with all RAs each semester
- Assists in management of functional assignments of RAs

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- Responsible for assigning RA pairs & floors for monthly Health and Safety inspections
- Creating Health and Safety packets with enough copies of the RA Health & Safety Check List, Inspection Notices and Health & Safety Inspection Records
- SLA and SLS conduct monthly Health and Safety inspections of RA apartments. Thus SLA schedules & conducts inspections and re-inspections of RA apartments (with SLS)
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• SLA may be asked to hear low level community standards violations by his/her supervisor

Administrative
• Assist in the various Student Life Office with clerical tasks as need (paperwork filing, key filing, lockouts, etc.)
• Conduct Weekly Key inventory of all keys in Residence Life Office

Check-ins and Check-outs
• SLA help with Check-in and Check-outs as well as space assessments

Duty Schedules
• SLA works with RAs to schedule monthly RA duty calendar and updates any switches or changes
• SLA will post the schedule on Google Calendar and in the RA Office
• SLA coordinates RA Office Coverage in December, January, and May

Student Life Assistant, Stony Brook Southampton (Campus Life)
• Reports to Director of Student Life

Staff Supervision
Office Assistant
• Assist with the supervision and training of the Office Assistant (OA)

Fitness Center
• Coordinate Student Assistant Staffing Schedule, Handle Shift Changes, and publish Schedule

Administrative
Package and Mail Sorting
• SLA is responsible for package notification and sorting mail. SLA will ensure that RAs and OA are sorting mail and packages if SLA is not in the office

Check-ins and Check-outs
• SLA help with Check-in and Check-outs as well as space assessments
• SLA coordinates RA Office Coverage in December, January, and May

Advising
• SLA can serve as the co-adviser to the Southampton Hall Council, fostering the development of the Executive Board’s leadership skills

Community Engagement
Campus Life
• Coordinates the Community Engagement Calendar which includes West Campus Lifetime and Weekend Life Events, RA Events, and major events from the Student Life team
• Creates and publishes Weekly Newsletter for Stony Brook Southampton
• Assist in the development of Large Scale Student Life Events in conjunction with the Director of Campus Life

**Campus Connections**
• Assist with the development of Community Relation efforts to enhance the campus experience for our students (Good Neighbor Guide recruitment, sponsorship of prizes for large events, etc.

**Social Media**
• Manage Southampton Social Media specifically the Facebook and Blog pages

**Southampton Conference Housing?**

-----------------------------End of Description-----------------------------

**Qualifications from Brookhaven Job Posting**

**Required Qualifications**
• Matriculated and full time student in a Stony Brook University graduate program for the 2015-2016 academic year
• Valid driver’s license.

**Preferred Qualifications:**
• Enrolled in the Stony Brook Higher Education Administration program
• One year experience in a residential setting or administrative housing operation

**Remuneration**
• Furnished one or two bedroom apartment
• After the minimum 17 Office Hours a week, $10 an hour for up to 20 hours a week
• Apartment flex meal plan ($200 meal plan points & 50 Wolfie Wallet)