

Residential Life

Apartments Assistants

Position Description 2024-2025

Overview

Apartments Assistants are expected to work an average of up to 20 hours a week which includes a mix of duty hours, engagement with residents, and weekly meetings. For more information, please visit our [Residential Life Work with Us](#) page.

Job Description

The Apartment Assistant's core responsibilities are listed below.

General:

- Presence in assigned building to all residents to offer support to navigate interpersonal relationships, residential needs, and being a knowledgeable peer for resources available to students
- Provide education to residents around conflict resolution resources as well as engage in conflict resolution and de-escalation strategies. Refer to campus resources for further support
- Serve in-person duty from 8 pm to midnight in a central location and 12am - 8:30am providing on-call duty coverage to area
 - Manage lockouts during duty as well as when area assistants are not scheduled to work
- Respond to area situations requiring immediate response e.g. students in distress, facilities issues, etc.
 - Provide follow up support to residents
- Report resident situations to appropriate supervisory staff and on-call structure.
- Implement strategies for communication and information sharing with residents
- Foster an inclusive community to build a sense of belonging and well-being through interactions, events, and other engagements with residents
- Support Co-Rec events through promotion and attendance
- Develop a welcoming environment for all residential students
- Facilitate opportunities for all residential students, particularly transfer students, to engage in campus and community activities
 - Provide individual outreach to residents once a semester
- Complete Residential Life departmental responsibilities including but not limited to:
 - Attending regular group and individual meetings with supervisors
 - Assisting with hiring and recruitment processes
 - Participating with move-in days & closing operations
 - Attending all required trainings and department-wide events
- Other departmental responsibilities and duties as assigned

Application Requirements

- Full-time undergraduate enrollment at Binghamton University
- Good standing with the Office of Student Conduct
- Cumulative GPA of 2.5 or higher preferred

Compensation & Term of Employment

- On campus room - may be assigned a single or a double room (with roommate of student staff choice)
- This position is for one academic year with the opportunity for reappointment following a performance evaluation
- The official employment dates for this position are August 2024 through May 2025, with exact move-in dates to be announced. Staff will be expected to arrive prior to general student move-in.
 - Including duty shifts during Fall and Spring semester break periods

- Including opening and closing procedures

If you anticipate a need for disability related accommodations or auxiliary aids to attend or participate, please contact rlselection@binghamton.edu. We ask that you provide us at least 3-5 days of advanced notice regarding your equal access needs.

Binghamton University is an affirmative action/equal opportunity employer.

Binghamton University Residential Life is committed to excellence in diversity and the creation of an inclusive learning and working environment. We encourage applicants of marginalized backgrounds to apply to this position. All qualified applicants will be considered for employment without regard to race, color, national origin, religion, sex, gender identity, gender expression, sexual orientation, age, ability status, veteran status, or any other protected characteristics applicable by law.