



# *Residential Life Operations Assistant*

*Job Description 2023-2024*

## **Overview**

The primary role of the Residential Life Operations Assistant is to assist fellow students and Residential Life staff in ensuring the residential communities are maintained at the high standard we expect at Binghamton University. These staff members are trained in various roles to support the establishment, continuity, and improvement of the physical environments our residential students depend on for safety, privacy, and academic success. Residential Life Operations Assistants work closely with campus partners in addition to Residential Life departmental staff to deliver accurate and timely assessments, address needs, and uphold University policies as they pertain to our residential buildings.

## **Job Description**

The Operations Assistant's core responsibilities are listed below.

### *General:*

- Conduct oneself in an appropriate and enthusiastic manner and act as a helpful resource for residents seeking assistance
- Represent the Office of Residential Life in a way that reflects our value for responsibility, professionalism, and integrity at all times
- Conduct walk-throughs to assess building conditions, document and report needed repairs
- Maintain inventory of furniture, fixtures, and equipment by reporting needed repairs/replacements to appropriate staff and maintain digital records including green carts, gaming tables, and other resources
- Assist residential students, area governments, and other community members in planning and delivering on initiatives and projects intended to improve physical spaces within the community
- Assemble and organize community furniture and materials as needed
- Attend and participate in mandatory staff meetings as required for additional training and scheduling
- Assist with building loading during scheduled move-in events (may require early return to campus)
- Assist with building closing prior to breaks and end-of-semester transitions (may require late stay)
- Support departmental efforts to educate students on fire safety and responsible community living
- Assist the department in preparing and conducting annual health and safety inspections
- Report policy violations and criminal activity to University Police Department and supervisor
- Assist students with changing rooms by providing moving assistance
- Support initiatives to encourage sustainability and proper waste management in the residential communities
- Complete other departmental operations tasks and responsibilities as assigned

## **Application Requirements**

- Full-time undergraduate or graduate enrollment at Binghamton University
- Residing in on-campus housing for the full academic year of employment is preferred
- Cumulative GPA of 2.5 or higher preferred
- Availability that includes weekdays, nights, and weekends
- Proficiency working with Google Docs, Google Drive, and Google Calendar
- Previous customer service experience preferred
- Comfortable with moving tables/chairs (up to 50 lbs.)

## Compensation & Term of Employment

- Hourly Pay: \$15.00
- Up to 10 hours per week while classes are in session
- Occasional hours over 10 per week may be available
- This position is for one academic year with opportunity for reappointment pending positive evaluation

If you anticipate a need for disability related accommodations or auxiliary aids to attend or participate, please contact [reslifejobs@binghamton.edu](mailto:reslifejobs@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.*