



# *Residential Life*

## *Summer Apartments Assistant*

### *Position Description 2023*

#### **Overview**

The summer Apartment Assistant position assists the department in providing a summer housing program for those students engaging in coursework, research, internships, summer employment or other personal needs for on-campus housing. This is accomplished through an average of 20 hours a week of responsibilities in the position in three general areas of responsibility - Building Community, Preserving Community and Administrative/Staff Functions.

#### **Job Description**

The Summer Apartment Assistant's core responsibilities are listed below. Responsibilities may look slightly different depending on the work site location. Work site location will be determined by hiring managers at the time in which a job offer is made.

##### *General:*

- Spend a significant amount of time in the Apartments Community to be available to residents
- Assist with check-in and check-out for both summer sessions. This includes working holiday(s)/holiday weekends, such as Memorial Day and Independence Day
- Engage in regular one on one interactions with residents
- Work with fellow Apartment Assistants to host community builders
- Create a welcoming and informational environment through door tags and informational postings/bulletin boards
- Serve in a rotating duty schedule with other Apartment Assistants through the summer housing
- Assist the Department of Residential Life with tasks including but not limited to BConnected, professional staff interviews, orientation and student connection days, preparations for fall opening, etc.
- Work in a team environment that requires effective communication and teamwork skills
- Perform a variety of administrative functions to support the summer housing program

#### **Application Requirements**

- Summer Apartment Assistants must be current Binghamton University undergraduate or graduate students who are returning to the University as students for the fall 2023 semester
- Summer Apartment Assistants do not need to be enrolled in summer school
- Must have availability for special projects and other assigned tasks, for at least four hours a week during business hours (Monday through Friday, 8am-4pm)
- Preference given to those with RA experience, those who have been hired as a Student Assistant for the fall semester, and those on the waitlist
- Transferable leadership and work experience required

#### **Compensation & Term of Employment**

- You will receive a single room within an apartment in Hillside or Susquehanna and all services associated. Summer Apartment Assistants are required to be available and live in an assigned Hillside

or Susquehanna apartment May 24th through August 14th (dates are subject to change slightly based on apartment readiness for occupancy)

- Based on the current summer housing rate and the number of nights of full summer housing, the value of housing is estimated at just over \$3100.00

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.*