

## Housing Prep Assistant Position Description

Summer 2023

The Housing Prep Assistant is a generalist summer student worker position in the Residential Learning & University Housing department designed to assist with the process of closing our residential buildings after the Spring semester, and prepare them throughout the summer months for the Fall semester opening.

The following description covers the general duties and responsibilities of the Housing Prep Assistant position. This document does not cover all job expectations or specific procedures for completing these responsibilities. The description attempts to be thorough, demonstrating the wide spectrum of responsibilities the Housing Prep Assistant may be asked to do during employment. Successful candidates should be prepared to do any of the following tasks during the summer months, leading up to Fall residential move-in. However, in an effort to recognize strengths and skills of each staff member, supervisors may assign tasks in a more specialized fashion, on any given day.

### Description of Job Responsibilities and Tasks

- Walk through residence halls and apartment complexes to assess spaces and buildings for needed repairs; this includes hands-on testing of items in residence halls, such as toilets, faucets, blinds, lights, cabinet doors, etc.
- Input maintenance requests into database systems.
- Check on the status of maintenance request submissions throughout the summer.
- Troubleshoot and complete some maintenance tasks including, but not limited to:
  - Battery replacements in door locks and CO detectors
  - Furniture repairs (hand or power tool use as needed)
  - Furniture replacement
  - Window screen replacements
  - Re-screen ripped window screens
- Disposal of broken furniture, large items, and/or bikes abandoned by students. Moving furniture, examples of which are desks, chairs, couches, tables, beds, and mattresses (this is not an exhaustive list).
  - Furniture moving can include loading furniture on and off of moving dollies, in and out of a van, and up or down stairs, as most buildings do not have elevators.
  - This also includes rearranging furniture in halls to set all items in a manner that is welcoming and inclusive for the student(s) moving in.
- Assist with providing building access to outside vendors or contractors as needed.
- Assist with building preparation prior to move-in.
  - Complete Room Condition Reports for all on-campus living spaces, which includes walking spaces and recording any damages that are present prior to the student's arrival. This requires attention to detail and critical thinking skills.
  - Change door pin codes and mailbox locks for security purposes.
  - Install inventory items, such as plungers, surge protectors, shower curtains, etc.
  - Put up signage to aid in student locating space, including door numbers and letters. Assist with building wipe downs, if needed, prior to move-in.
- Assist in maintaining accurate inventory of storage locations.

- Check spaces regularly for issues with critical functions which, if left unattended, can result in additional, significant damages, such as leaks, air conditioning failures, etc.
- Help with the move-in process, including cart sign-outs, card access assistance, etc.

#### **Qualifications and Requirements:**

- Must be able to perform all responsibilities and functions of the position for the full duration of the summer. Note: Residence Halls are not air conditioned and conditions will be hot.
- Able to take initiative, troubleshoot, and problem solve autonomously.
- Demonstrate ability to work in a team, as well as independently and without constant supervision.
- Possess effective communication skills in order to successfully perform work orders and tasks within your team.
- Must be approachable, friendly, and able to establish rapport with residents and other team members.
- Able to provide excellent customer service to students and families.
- Able to use authority with discretion and exercise good judgment.
- Must be in good conduct/judicial standing and remain so throughout the term of employment.
- All staff employees are expected to review and abide by additional policies and specific procedures described in other documents including but not limited to the staff manual, supervisor's expectations, University expectations for employees, University policies, CDC guidelines, and all local, state and federal laws. If there is a need for clarification, please contact the Coordinator for Housing Systems & Logistics.

**Expected Time Commitment:** The Housing Prep Assistant position requires an extensive time commitment. It is strongly recommended that Housing Prep Assistants limit their extra-curricular activities and additional work obligations.

- Housing Prep Assistants are expected to work up to 25 hours per week.
- Typical work hours are as follows: Monday – Friday, 9 AM to 3 PM unless it is a summer orientation date.
- Work hours on Summer Orientation Dates are: 7:00 am to 11:30 am.  
Dates for Orientation 2023 are:
  - Thursday, June 22
  - Monday, June 26
  - Thursday, July 6
  - Monday, July 10
  - Thursday, July 13
  - Monday, July 17
  - Thursday, July 20
  - Monday, July 24
  - Thursday, July 27
  
  - Monday, July 31 (if deemed necessary by the Orientation Office)
- **Required to work dates associated with all residential move-in activities around campus, which will be the weekend of September 1st-4th, 2023.**
- If you are a resident student, you will be permitted to move into your Fall campus housing at an earlier date, depending upon building readiness and your work schedule.
- \*Note: Move-in dates are subject to change based on university plans. Any scheduled lengthy time away from campus limiting your availability to work, such as a vacation

during the summer months, may impact employment decisions.

**Supervision:** Housing Prep Assistants are supervised by the Graduate Coordinator for Housing Systems & Logistics and the Coordinator for Housing Systems & Logistics, with indirect supervision by the Assistant Director and the Director of Housing Systems and Logistics.

**Development:** Staff will be provided extensive training upon starting, as well as throughout the term of employment on all tasks expected to be completed. Training will/may occur in large groups, in small groups, or individually, as appropriate. Housing Prep Assistants will be expected to participate fully in every training session, unless pre-approved to be absent. In an atmosphere of constructive feedback, the Graduate Coordinator and Coordinator of HSL will evaluate and assess each Housing Prep Assistant's job performance and ability based on learning goals of the position. Ongoing feedback will be provided, to emphasize the individual's and team's development as people and employees. Learning outcomes for the position include:

1. Critical Thinking & Problem Solving Skills
2. Effective Teamwork
3. Work Efficacy
4. Administrative and Job Responsibility
5. Communication Skills
6. Facilities Competence

**Length of Term:** The summer Housing Prep Assistant position is for the summer break only, from Monday, May 15<sup>th</sup> until Monday, September 4th, 2023. Limited additional employment opportunities may become available for the Fall 23/Spring 24 academic year based on available funding and operational need. Job performance during the summer months will play an important role to determine eligibility for interested employees.

**Compensation:** \$14.13/hr. for up to 25 hours per week during the summer. Housing Prep Assistants are eligible for a waiver of housing fees in University housing for the duration of the summer term (this is not transferable or convertible to off-campus housing).

**PLEASE NOTE: If you are graduating in May 2023 or have summer classes during the above work hours, you are not eligible for the position and will be unable to be hired.**

**Conditions of Appointment:**

- This position is contingent upon availability of funding as approved by the Rowan University Board of Trustees.
- In the event of extraordinary circumstances related to the current COVID-19 pandemic, force majeure, or other circumstances beyond the control of the University, this position may be eliminated and this offer may be deferred or rescinded, or the term of employment may be modified. In that event, the compensation and benefits associated with the position may be modified accordingly.
- This offer of employment is contingent upon your remaining in good student conduct standing, per the terms of the job description from this time forward. We will be completing a check of student conduct records at the end of each semester, and continue to evaluate throughout your employment.

**Notice of Critical Policies, Rights, and Obligations:** All employees are expected to become familiar with and comply with applicable state and federal legal obligations as well as policies related to their role and work. Below is a summary of several key policies that directly relate to this position. Please note this is not an exhaustive list, and omission of a law or policy here does not relieve staff of their obligations to comply with all applicable laws and policies. For a more complete index of University administrative policies, please review the page linked here:

### [Administrative Policies](#)

#### **Selected Policies-**

- [Family Educational Rights and Privacy Act \(FERPA\)](#)
- [Clery Act Policy](#)
- [Title IX Sexual Harassment/ Sexual Assault Policy](#)
- [Protection of Minors](#)
- [Policy Prohibiting Discrimination in the Workplace and Educational Environment](#)
- [Americans with Disabilities Act \(ADA\)](#)
- [Service and Emotional Support Animals Policy](#)
- [Disruptive Behavior and Workplace Violence Policy](#)
- [Employee Health and Safety](#)
- [Alcohol and Other Drugs Policy](#)
- [Required Immunizations for Rowan Students](#)
- [Acceptable Use Policy](#) (regarding Rowan networks and information systems)
- [Whistleblower Policy](#)