

# APARTMENT ASSISTANT JOB DESCRIPTION

SACRED HEART UNIVERSITY

STUDENT STAFF APPLICATION PROCESS – 2010-2011



## Supervision

The Apartment Assistant is supervised by the residence hall director of the assigned area, any residence hall director while on call, the Assistant Director of Residential Life, the Director of Residential Life, and the Dean of Students.

## Minimum Qualifications

1. Must be a full-time undergraduate student.
2. Must maintain a 2.5 semester and cumulative grade point average.
3. Must have lived in University Housing for at least one semester.
4. Must not have any active Judicial Sanctions at the time of employment.

## Responsibilities

1. *Community Building*  
Through one-on-one and group interactions, the Apartment Assistant is responsible for monitoring their assigned area, meeting their specific needs of their community. Maintaining a positive presence in the area, the Apartment Assistant will serve as a resource in the off campus University Housing Areas.
2. *Peer Assistance*  
The Apartment Assistant will maintain relationships with the members of their community to help them with a number of concerns. The apartment assistant will reflect on training experiences to directly help the student in need, or to appropriately refer them to a campus resource.
3. *Program Development*  
Apartment Assistants are expected to participate in the creation, planning, and execution of two all staff programs during each semester. The first program must occur during the first two weeks of the semester, and the second program must occur during the last two full weeks of the semester.
4. *Administrative Duties*  
The Apartment Assistant is responsible for supporting the residence hall director of their area by submitting complete and timely reports including, but not limited to:
  - i. Check-in/Check-out Paperwork
  - ii. Weekly Reports
  - iii. Occupancy Reports
  - iv. Programming Paperwork, Incident Reports
5. *Health and Safety*  
The Apartment Assistant is expected to be comfortable with the University Code of Conduct, and all housing policies. Resident assistants will participate in Health and Safety Inspections on a regularly scheduled basis. In addition, all Apartment Assistants will hold students accountable for the health and safety conditions of their assigned living area on a regular basis.
6. *University Housing Regulations*  
All Apartment Assistants will practice and uphold University Policy in their daily life, while living in University Housing. In addition, the apartment assistant will communicate these standards with the residents of their area, and necessarily document any breach of these standards through the university's educationally based judicial process.
7. *Staff Training, Meetings and Communication*  
Apartment Assistants will participate in Residential Life Student Staff Training for the two weeks prior to the start of the fall academic semester, and the three days prior to the start of the spring semester. In addition, all Apartment Assistants must attend two inservices during the fall semester. All staff members must attend a weekly staff meeting with their residence hall director, and one-on-one meeting with their supervisor every other week.

## Continued Employment

All Apartment Assistants must reapply during the spring semester for the following academic year. Reappointment may only occur after a satisfactory evaluation by the direct supervisor and completion of the application process during the spring semester.