



## NIGHT ASSISTANT

### 2017 Job Description

#### POSITION SUMMARY:

This is a live-in position that will help maintain a safe and secure environment in residence halls. Night Assistants will be assigned a main residence hall where they will live. NAs will be on duty from 9PM – 7AM on a rotating basis. Two NAs will be on duty each night and perform security rounds throughout the night in all halls with guests. All rounds and duty responses will be done in pairs. NAs may occasionally have to temporarily move to another residence hall to be on duty. Position reports to the Conference Manager for Business and Graduate Conference Manager for Business. Position requires driving University vehicles and/or golf carts.

#### DUTIES AND RESPONSIBILITIES:

- Carry a duty phone while on duty and responding to all calls according to protocol.
- Respond to emergency situations.
- Perform security rounds throughout the nights while on duty across campus utilizing a golf cart with a partner.
- Report maintenance requests per established procedures.
- Communicate all pertinent matters to manager(s) as necessary, including guest concerns, special guest/group requests, facilities issues, emergency situations, etc.
- Abide by and enforce University and department rules and regulations.
- Communicate with the CDOC according to protocol.
- Attend all training sessions and staff meetings.
- Report to work shifts as scheduled.
- Related duties as assigned or required.
- This position has the opportunity to also work as an hourly paid Conference Assistant. See the Conference Assistant job description for more details on that position.

#### MINIMUM QUALIFICATIONS:

- Must be enrolled for previous Spring and following Fall for **6 or more units**.
- A copy of your summer class schedule **MUST** be provided upon request.
- Must be available to work at least 30 hours/week for the Conference Services program.
- Valid U.S. Driver's License upon employment with a two year acceptable driving record.
- Availability from Monday, May 15, 2017 – Sunday, July 31, 2017. Some positions will have the opportunity to extend to Sunday, August 13, 2017..
- **Additional employment MUST be approved in advance by the Coordinator of Conferences & Guest Services due to the need for flexible scheduling during various hours, seven days a week.**

#### PREFERRED QUALIFICATIONS:

- Current or former Resident Assistant.
- Prior Conference Services experience.
- CPR certified.
- 2.5 or higher GPA

#### PREFERRED KNOWLEDGE, SKILLS AND ABILITIES:

- Strong interpersonal communication skills.
- Strong commitment to customer service.

#### BENEFITS:

- CatCash in the amount of \$650.00
- A **single** room in a residence hall from Monday, May 15, 2017 – Sunday, July 31, 2017. Some NAs will have their contract extended to Sunday, August 13<sup>th</sup> and will be compensated an extra \$50 for this time.
- *If you have a Fall assignment, or are requested to continue working for CGS beyond July 31, your summer housing move-out will vary.*

- We are mandated to notify financial aid when students receive room and or a stipend as part of their compensation. We strongly encourage you to talk to a financial aid representative to see if this will affect your aid package prior to accepting a position with us.

**SUPPLEMENTAL REQUIREMENTS:**

- Residence Life is a security sensitive department and this position requires a finger-print criminal background check.
- Motor Vehicle Division check.