NIGHT ASSISTANT
2018 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 8PM – 8AM 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 including guest and facilities emergencies. This may include:
  o Responding to bed-height adjustment needs after hours for late arrivals.
  o Accessing breaker boxes to correct flipped breakers.
  o Shutting of water to stop leaks, flooding, or malfunctioning water appliances.
  o Delivering linens to halls and conference groups when they have run out after hours.
• 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 or Housekeeping Assistant. See the Conference Assistant or Housekeeping 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 16 hours/week for the Conference Services program.
• Valid U.S. Driver’s License upon employment and ability to drive according to the University Fleet Safety Policy.
• Availability from Monday, May 14, 2018 – Monday, July 31, 2018. If hired into a Fall RA, DA or DM position within Housing and Residential Life, accommodations will be made for training periods.
• Additional employment MUST be approved in advance by the Conference Operations Manager 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 $400.00
• A single room in a residence hall from Monday, May 14, 2018 – Monday, July 31, 2018. Some NAs will have their contract extended to Sunday, August 12th 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:
• Housing & Residential Life is a security sensitive department and this position requires a finger-print criminal background check.
• Motor Vehicle Division check.