Position Title: Lead Night Assistant
Compensation: Housing and $400-500 CatCa$h
Location: Conference & Guest Services, Occupied Dorms
Position Type: Student Employment--Leadership

FOR RECRUITMENT USE

Housing & Residential Life (Housing), a self-funded auxiliary housed in the Student Affairs division of the University of Arizona, operates 23 student dorms and one Graduate housing apartment, that house 7,000 students annually on the University of Arizona Main Campus.

Our Mission: Helping Students Build a Foundation for Success

Our Core Values:
- **Excellence** - Excellence is performing at an extraordinary level and exceeding expectations
- **Respect** - Respect is treating others courteously and professionally in all situations; valuing and honoring diversity in others; being honest, direct, and courteous in all communications and loyal to all, including those not present
- **Integrity** - Integrity is doing the right thing, being honest with oneself and others, being authentic, and being transparent in intent
- **Caring** - Caring is being welcoming, kind, compassionate, and willing to help others; showing concern for a person's needs; listening more and talking less

Be part of our exceptional student staff and receive hands-on experience, while working in a fun, diverse, inclusive and safe environment. We strive to coach, teach, and mentor all of our students to become successful in and outside the classroom. Studies prove that students with campus jobs tend to perform better in school and have a higher potential for finding employment after graduation.

In Housing & Residential Life, we know that students' first priority is to learn. We understand the stress of midterms and final exams. We not only teach student employees leadership and time management, but we are also very flexible when it comes to working around your class and exam schedule.

**We prefer Work Study**- Federal Work Study is accepted in Housing & Residential Life. The Federal Work Study Program provides opportunity to full-time students seeking part-time positions. Students must complete the FAFSA and demonstrate financial need for the respective year to receive Federal Work Study. See if you qualify at: [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

POSITION SUMMARY:
In addition to completing all the responsibilities of a Night Assistant, the Lead Night Assistant will have elevated operational, administrative, and supervisorial responsibilities. This individual will work closely with their supervisor to ensure the Night Assistant program is running efficiently and effectively. This position will have an active role in training fellow Night Assistants both at the start of summer and throughout.

Revised: 7/13/17
The University of Arizona is an EEO/AA-M/W/D/V Employer
DUTIES AND RESPONSIBILITIES:

- Collaborate with supervisor to preplan training.
- Facilitate training sessions throughout training week and on into the summer.
- Act as a resource for new and returning Night Assistants.
- Schedule Night Assistants for weekly duty.
- Help plan and facilitate a weekly Night Assistant Staff meeting.
- Review Duty Logs and communicate any pertinent matters to supervisor.
- Plan and facilitate staff bonding events.
- Carry a duty phone and respond to all calls according to protocol.
- Conduct security rounds of all conference dorms once a week.
- Work closely with supervisor to create a transition action plan for staff moves, both at the beginning of summer and as the season ends.
- Act as a liaison between professional staff and student staff.
- Attend a weekly Summer Operations meeting when appropriate.
- Work closely with Housing Maintenance and Custodial to provide supplemental training to Night Assistants.
- The Lead Night Assistant will have the opportunity to work as a Conference Assistant.

COMPETENCIES:

- Critical Thinking Skills
- Problem Solving
- Communication Proficiency
- Leadership
- Organization Skills

WORK ENVIRONMENT/PHYSICAL DEMANDS:

The Lead Night Assistant will operate out of their provided room or CGS Student work room. The role will require the use of a golf cart to complete rounds and other job duties will take place in our open conference halls.

POSITION TYPE/EXPECTED HOURS OF WORK:

This is a stipended student position. The Lead Night Assistant will be responsible for 12 hours of duty a week, as well as an additional 8 hours on average for administrative responsibilities.

MINIMUM QUALIFICATIONS:

- Must be enrolled for previous Spring and following Fall for 6 or more units
- Must be available Monday, May 17, 2021 – Thursday, August 11, 2021. There is the possibility to extend up to Saturday, August 14th.
- One year of experience in a comparable student position.

ADDITIONAL MINIMUM QUALIFICATIONS:

- 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:

- One-year experience as a Resident Assistant
- At least one year in the conferences program
- 2.5 or higher GPA
- A valid US Driver’s License upon employment and ability to drive according to the University Fleet Safety Policy
- Strong communication and interpersonal skills

SUPPLEMENTAL REQUIREMENTS:

- Housing & Residential Life is a security sensitive department and this position requires a finger-print criminal background check
- Motor Vehicle Division check