FOR RECRUITMENT USE

Housing and Residential Life (Housing), a self-funded auxiliary housed in the Student Affairs division of the University of Arizona, operates 24 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:
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.

COMPETENCIES:
• Critical Thinking and Crisis Response
• Interpersonal Skills
• Communication Skills
• Reporting

WORK ENVIRONMENT/PHYSICAL DEMANDS:
This is an active position. Individuals who occupy this position will be expected to conduct rounds of multiple residence halls, including halls with limited ADA accessibility. In addition to this, the position could require the transportation of linen packets and the adjustment of our dorm’s beds. The individual would need to be able to lift 20-30lbs.

POSITION TYPE/EXPECTED HOURS OF WORK:
This position is stipended. The students hired into this position will be expected to be on duty once a week for 12 hours. In return they will receive housing in one of our dorms from May 13th 2019 – July 31st 2019, as well as $400 Catcash.

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

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