

Statement of Inclusion

Residential Life Student Leaders will seek to understand and affirm all identities they serve to develop a culture where individuals challenge assumptions respectfully and engage in open discourse. Through a representative staff and equitable policies they will continue to serve the evolving needs of the diverse communities.

Statement of Ethical Standards

In the acceptance of this student leadership appointment, student leaders devote themselves to exercise a high standard of ethical conduct in their actions both on campus and in the off campus community. These standards include, but are not limited to, the UHS Housing License Agreement, SJSU Student Code of Conduct, departmental student leader expectations as well as all state and federal laws. For students holding multiple UHS student staff positions (RA, PASC, SAA, CDA) the release of a position in one role will impact the status in all other roles held within the UHS department.

Summary of Position

Student Admin Assistants directly report to members of the residential life team. The SAAs are responsible for assisting with the administrative responsibilities of the residential community in the various functional areas.

Qualifications

You MUST meet the following qualifications, or you will NOT be eligible for an interview or position appointment:

- Semester GPA of 2.5 & Cumulative GPA of 2.5
 - Falling below 2.5 GPA may result in loss of active appointment, and/or loss of eligibility for subsequent appointment for the following semester.
- Undergraduate Student Status:
 - Minimum of 12 credits (no more than 18 credits per semester during appointment).*
 - As the appointment is for the full academic year, appointees who are graduating prior to May 2025 (Spring Graduation), are not eligible for appointment.
- Graduate Student Status:
 - Minimum 6 credits (no more than 9 credits per semester during appointment).*
 - As the appointment is for the full academic year, appointees who are graduating prior to May 2025 (Spring Graduation), are not eligible for appointment.
- Be in "good conduct standing" = no housing probation or disciplinary probation
- Successfully clear LiveScan & Accurate background check prior to starting the position.

**Majors, such as nursing, may qualify for lower unit requirement exceptions based on departmental requirement. Staff must carry the minimum of requirements at all times. Staff are required to notify their supervisor immediately if they drop below the minimum credits. Regardless of Undergraduate or Graduate status, an individual must maintain 6 credits per semester to be eligible for appointment*

Employment Compensation

\$17.00/per hour

Terms of Employment

Appointment: Full Academic Year (Two weeks prior to the first day of classes - Spring Closing; dates TBA pending finalized SJSU 24-25 academic calendar)

Critical Dates:

- **Training:** There is **NO** exemption from participating in Student Staff Training. Any activity/process/position that conflicts with attending mandatory Fall/Spring Training is not permitted, such as: Associated Students, Orientation Leader, Study Abroad, potential internships, other job(s), etc.
 - Successfully complete all aspects of required training.
 - Expected to be on-site to participate and assist with Fall Training and Fall Move In/Opening from **August 1st to August 19th OR two weeks before the start of classes**, whichever comes first. Appointees are **not able to participate in outside commitments during this time**, including but not limited to (organization meetings, on campus/off campus jobs, non-academic coursework, personal events/commitments, etc.)
- Hours per week allotted: min. 15 hours- max 20 hours (eligible for up to 40 hours per week during breaks)
 - Hours must be between 8am-6pm Monday-Friday; must be available for shifts on at least 4 weekdays per week
- Availability: Expected to be available Monday-Fridays between 9am-5pm

General Responsibilities & Functional Areas of Support
Other Responsibilities Dependent Upon Specific Res Life Team Staff Supervisor

Provide assistance with administrative tasks assigned by the supervisor (i.e manage engagement platforms, respond to student inquiries, creating flyers/signage, etc.)

Building Community:

- Monthly key audits
- Assist with the community administrative process (check/checkout, submitting room cleaning requests, etc.)
- Creation of marketing materials for flyer and social media needs
- Maintain community email communications
- Keep up with scheduling needs for the RAs
- Consult with RLC(s) to meet the needs of the community

General ResLife:

- Assist with planning and executing special events such as Opening, Closing, Admitted Spartan Day
- Assist with general administrative tasks for the department, including monthly census compilation, RA holiday stipends, creation of marketing information

Conduct:

- Assist with data collection and analyzation
- Assist with the creation and sending communication/letters to residents
- Creating flyer/signage surrounding policies
- Scheduling student meetings

Academic Initiatives:

- Support in the management and functions of all AI Events, Hub, and student staff.
- Support the marketing efforts of the area (i.e. social media, fliers, etc.).
- Assist with the tracking and recording of programmatic initiatives
- Assist with the support of the Hub. May be required to step in to cover student staff duties

Community Desk Program:

- Support scheduling needs for the desk staff; includes weekly audits of schedule compliance & processing shift switches.
- Maintain general cleanliness and organization of the desk and storage areas
- Perform monthly key audit for residential building lockout keys and assist with ordering key replacements.