

UMSL | Residential Life and Housing

Position Description

The Summer Resident Advisor (RA) position is a live-on position with the Department of Residential Life and Housing. Summer RA's primary responsibilities are cleaning rooms, prepping spaces, and responding to resident needs. Summer RAs must be punctual for shifts and exhibit good communication skills when working with residents and co-workers. Summer RAs most often work as a team to complete tasks.

In addition to hourly paid shifts, RAs will take turns serving in an on-call capacity (as we need 24/7 coverage). When on-call, RAs will complete safety checks and respond to resident needs. Summer RA's must reside on campus when they are on call, which includes spending the night in their assigned on-campus bedroom.

Dates of Employment

Summer Resident Advisors will have a start date of May 13, 2024 and an end date of August 19, 2024. Training will take place Monday, May 13, 2024 through Wednesday, May 15, 2024. The times for these training sessions will be announced by April 15, 2024 and will be dependent on Summer RA class schedules. Summer RAs should be completely available from 8:00 a.m. to 9:00 p.m. on these days, with the exception of classes.

Responsibilities

Summer Resident Advisors will primarily do the following tasks during their hourly paid shifts:

- Work in the main office answering questions from residents and other stakeholders, as well as performing administrative tasks
- Check the quality of rooms, making sure they are ready to receive residents
- Report maintenance issues to Facilities through submitting maintenance requests
- Clean rooms; primarily bedrooms and bathroom areas within a suite
- Transport linens to and from Oak and Villa Halls (using a cart)
- Set and remove linens from bedroom spaces
- Move tables and chairs into and out of meeting spaces
- Assist the department with conferences. This includes, but is not limited to: checking guests in and out, preparing rooms for guest meetings, preparing suites for guest stays (this includes a custodial component and delivering linens), and answering any questions guests may have
- Other duties as assigned, such as testing keys, completing inventories, disassembling bed pieces, organizing storage spaces, moving furniture etc.

When serving in an on-call capacity, RA responsibilities will include (but are not limited to) the following:

- Answer the on-call phone and remain within a 10 minute radius to Oak Hall
- Complete safety checks by walking the hallways and perimeters of buildings
- Respond to any resident needs, including but not limited to: lockouts, facilities problems, noise complaints, and safety concerns
- Confront and document any policy violations or emergency situations

Requirements

Applicants must meet the following requirements:

- Be a current UMSL student, enrolled in either Summer 2024 or Fall 2024 courses
- Have a cumulative GPA of 2.5 or higher
- Have a valid driver's license
- Be able to lift 25lbs or more at a time
- Be able to push linen carts inside and outside of buildings
- Be able to remain within a 10 minute radius of Oak Hall from 5:00 p.m. to 10:00 a.m. Monday through Sunday when on duty
- *These requirements must be maintained throughout employment.*

Compensation

Summer Resident Advisors receive an hourly rate of \$12.30 per hour and are given a private room for the duration of their employment. The first five (5) hours worked each week in the ResLife office are considered a part of the housing compensation. Summer Resident Advisors will be paid for any work after the first five hours.

During the months of May, June, and July, Summer Resident Advisors can expect to receive 10 to 20 hours of hourly paid shifts per week. During the month of August, as preparations for the Fall semester move-in are finalized, RAs can expect approximately 10 hours of hourly paid shifts per week.

With UMSL student employment, students cannot work more than an average of 40 hours a week during the summer. This means that if you hold more than one job on campus, your combined hours between the positions cannot exceed the average of 40 hours per week throughout the year.

Off-campus employment is allowed in concurrence with the Summer RA position. Hours worked at an off-campus job do not count towards this 40 hour per week maximum.