

# CAL POLY HUMBOLDT

## Housing & Residence Life

### ACTIVITIES STUDENT ASSISTANT (ASA) POSITION DESCRIPTION

#### SCOPE OF FUNCTION

The intention of Residence Life is to focus on the education and holistic growth of the residents by creating a safe, socially just, and environmentally responsible community. The Activities Student Assistant (ASA) works in conjunction with Housing and university staff to foster a sense of community and promote a quality environment for all residents. The ASA plans events that may correspond with the various [themed and living learning communities](#) in the Residence Halls. Along with planning programs, the ASA works closely with the Resident Advisors in the area as well as campus stakeholders. ASAs report directly to a Residence Life Coordinator.

#### APPOINTMENT

Appointment is for the period of **Monday, August 5, 2024 at 9:00 am through the closing of the residential facilities at 12:00 pm, on Saturday, May 17, 2025.** Area assignment is dependent upon department need and is subject to change. If living on campus, Activities Student Assistants must vacate their designated space no later than **5:00 p.m. on Sunday, May 18, 2025.** The appointment is contingent upon completion of assigned tasks and performance evaluation.

- Maintain a 2.5 undergrad/3.0 grad semester and cumulative GPA
- Maintain full-time enrollment status; 12 undergrad units/9 grad units per semester
- Remain in good financial and judicial standing
- May not exceed 10 hours of outside employment/extra-curricular activities per week without supervisor's approval
- May not hold any executive position in the Residence Hall Association, Area Council, or any satellite committees

#### COMPENSATION

- \$16.00 per hour/15-20 hours per week

#### ATTENDANCE

- Activities Student Assistants must be available for the following required meetings:
  - Weekly staff meetings (day and time to be determined by the Supervisor)
  - One-on-One meetings with supervisor
  - Committee meetings (as assigned)
  - In-Service Trainings
- Expect to spend approximately 15-20 productive and involved hours per week completing tasks related to the position, including some evenings and weekends. Please be aware that these times can vary depending on the time of the year and circumstances. ASAs will complete all responsibilities as listed in the Position Description, the ResLife Staff Manual and those outlined during trainings
- Must fully participate in all scheduled training activities and major Housing and Residence Life events. This includes, but is not limited to:
  - Fall Training: August 5<sup>th</sup> – August 16<sup>th</sup>
    - Fall Training days are typically 9:00am – 6:00pm, including an off-campus retreat, as well as some evenings and weekends. Resident Advisors should adjust their schedules accordingly to be available during this period
  - Move-In days and Welcome Week events: August 17<sup>th</sup> – August 25<sup>th</sup>
  - Regular In-services and other on-going Training Sessions
  - Homecoming events
  - Fall Move Out Day (Saturday following Fall Finals Week)

- Winter Break Room Inspections (Saturday following Fall Finals Week)
- Student Leader Selection Process (Spring Semester)
- Spring Preview Day and Preview Plus (April & March)
- Spring Semester Staff Training in January (one week prior to start of classes)
- Spring Semester New Student Move In Days (January)
- Spring Move-Out Day in May (Saturday following Spring Finals Week)

*Dates and additional training, athletic events and programs subject to change dependent upon department need*

### **COMMUNITY DEVELOPMENT**

- Expected to fulfill programming requirements, including large-scale programming assignments, as detailed in Fall Training, Supervisor Meetings, the Student Leader Training Manual, and the Residential Curriculum
- Build and maintain positive relationships with residents
- Provide assistance and resources as needed
- Assist Resident Advisors in mediating conflicts within the community
- Expected to monitor their email accounts and respond promptly to resident and employment issues. *A 24-hour response is expected*
- Conduct area meetings to discuss community expectations and other pertinent information, promote communication between residents in the community, and plan activities
- Work with your supervisor to invite faculty, campus partners, and community organizations to attend stakeholders' meetings and get involved in your assigned community

### **ADMINISTRATIVE RESPONSIBILITIES**

- Be knowledgeable of information included in the ResLife Staff Manual and the *Residence Life and You Handbook*.
- Report maintenance, custodial, grounds and other facility-related concerns
- Complete weekly reports, programming paperwork, and other administrative duties as assigned
- Assist in completing Health & Safety Inspections
- Communicate with supervisor regarding resident issues
- Monitor voicemail messages, email, and staff mailbox each weekday for communication
- Other duties as assigned

### **POLICY ENFORCEMENT**

- Provide crisis intervention and emergency response as needed
- Respond to behavioral infractions by contacting appropriate personnel
- Be familiar and comply with Housing & Residence Life Policies, as well as Federal and California State Laws. This includes computing guidelines, confidentiality, alcohol education, and FERPA compliance
- Abide by the Clery Act and Campus Security Act and other expectations surrounding the Duty to Report

### **PHYSICAL REQUIREMENTS**

Moderate physical effort including walking up and down hills, multiple staircases, and carrying various programming or emergency supplies. These tasks may need to be accomplished during inclement weather, power outages, and/or elevator malfunctions.