HOUSING ASSISTANT (7 POSITIONS)

ABOUT US:
The Brown University Pre-College Summer Program enrolls over 5,000 high school students (15-18 years old) from all over the world to explore academic enrichment and intellectual growth. Students attend courses ranging from one to seven weeks in length, with hundreds courses to choose from. This is an opportunity to experience college level academics, engage in fun and challenging activities, make decisions in an independent setting, and learn from a diverse group of peers.

GENERAL JOB DESCRIPTION:
The Housing Assistant position offers an opportunity for undergraduate students to gain practical experience in supporting housing operations and customer service for a summer pre-college program dedicated to preparing talented students to make a successful transition from high school to college. The practical experience consists of three parts: training led by professionals in student affairs, student support and inquiry response, and coordination through hands-on leadership experience. This position reports to the Housing Manager.

This position demands excellent organization and communication skills, strong leadership skills, attention to detail, follow through with assignments, and the ability to work collaboratively as part of a team. A successful Housing Assistant will also exhibit a positive attitude with energy and enthusiasm, a sense of humor, flexibility, and the interest to work with students and staff from different backgrounds. This is a live-in position that requires that all staff to display professionalism, maturity, role modeling behavior, and good judgement at all times.

PRIMARLY JOB FUNCTIONS:
• Attend and participate in Housing Assistant Training.
• Assemble welcome packets, consisting of brass room keys, residence hall directions, access keycards, emergency cards, class schedules, and campus maps.
• Staff the Residential Life Office to assist with check-in for early/late arrivals and answer questions.
• Staff the seven Sunday check-in table to issue key packets to incoming high school students, ranging from 350 – 1,750 students each week.
• Answer student and parent inquiries.
• Serve on a rotating on-call schedule to check-in early and late arrivals.
• Report unsafe, inappropriate, and concerning behavior.
• Act as a liaison to refer students to appropriate resources as needed.
• Complete administrative paperwork in a timely and efficient manner.
• Work collaboratively with various departments, such as the School for Professional Studies, Media Services, Brown Card Office, Facilities Management, Conference Services, Dining Services, and Athletics.
• Attend weekly staff meetings.
- Meet with supervisor for weekly one-on-one.
- Promote a welcoming and inclusive environment.
- Complete other duties as assigned.
- *Work evenings and weekends regularly.*

**REQUIREMENTS:**
- Must be an undergraduate student.
- Given the responsibilities of this position, outside commitments are only permitted on Mondays after 1:00pm, Tuesdays, and Wednesdays. This includes but not limited to any employment, internships, research positions, teaching assistant positions, or educational opportunities including class requirements.
- No outside commitments on Monday, June 6, 2016, Tuesday, June 7, 2016, Wednesday, June 8, 2016 due to required training.
- Evening and weekend work is expected.
- Finalists receive a conditional offer of employment pending the outcome of a criminal background check.

**COMPENSATION:**
- $200 per week, up to nine weeks. Gross stipend.
- Employment dates are Friday, June 3, 2016 to Sunday, August 7, 2016.
- A single room and a meal plan.
- Days off: Mondays after 1:00pm, Tuesdays, and Wednesdays.