

Summer Resident Assistant • Summer 2025 Position Description

Department of Residence Life • Division of Student Success • University of Wisconsin-River Falls

Title:	Summer Resident Assistant (SRA)
Department:	Residence Life
Reports to:	Residence Life Student Leadership & Outreach Manager (directly), Area Coordinators (indirectly), Summer Operation Lead (indirectly)
Appointment:	Tentatively May 19 – August 29, 2025. Employment expectations begin the date a staff member accepts the position offered.

Remuneration includes

Housing: Residence Life will provide an air-conditioned single room in an assigned residence hall at no cost.

Compensation: New Residence Life student staff are paid \$11/hour and experienced Residence Life student staff are paid \$12/hour for 25-40 hours each week (some weeks may be slower than others). Experienced student staff have completed 1 summer or 2 academic semesters of employment for the Department of Residence Life.

Meals: SRA receives some meals during the summer months at no cost when on campus dining is available.

Position Summary

The Summer Resident Assistant (SRA) position is a live-in, seasonal student staff member in the Department of Residence Life. SRAs are responsible for assisting in the implementation of various Residence Life summer programs including student and conference housing, guest and conferences services, some housing-related orientation needs, mail procedures, administrative projects, and supporting custodial work. SRAs assist with summer camps and conferences by welcoming and assisting guests, helping with check-ins and check-outs, preparing guest rooms (this can include the cleaning of the room), ensuring safety and security in all residence halls with guests, and other hall operations responsibilities. As a member of the Residence Life staff, Summer Resident Assistants are expected to work with residents, guests, and others to create an open, inclusive, and supportive residential community and to perform their functions within the scope of the Department of Residence Life mission, commitment to customer service, and commitment to diversity and inclusion. SRAs serve in an on-call duty rotation. Summer Resident Assistant positions require entering all campus residence halls, some of which do not have elevators. Frequent lifting of 25lbs or more and some lifting of 5-10lbs over shoulder height is also required.

Responsibilities

The position requires responsibilities throughout the summer months which require that SRAs are available and accessible on weekdays, evenings, and some weekends. This is not a comprehensive list of job responsibilities.

Summer Camps & Conferences

- A. Provide excellent customer service in completing administrative procedures for summer hall and camps (room preparation, check-in, check-out, incident reports, key checks, linen procedures, etc.) as assigned.
- B. Serve in a duty rotation, including campus-wide duty rounds, for summer hall, camps, conferences, orientation, and other housing situations.
- C. Investigate and report room and common area damage.
- D. Facilitate conversations with guests to communicate residence hall information and expectations.
- E. Attend and participate fully in training, weekly staff meetings, and other assigned meetings.

Summer Operations

- A. Assist with residence hall closing, opening, early arrival residents, and special projects.
- B. Positively represent the Department to all students, families, and guests during orientation and events.
- C. Complete various summer projects and administrative duties as assigned by the Department of Residence Life.
- D. Work with the Residence Life staff on special projects: early arrivals, key audits, facilities projects, process improvement, custodial tasks, etc.

Summer Custodial Needs

- A. Assist with custodial cleaning during the month of June and potentially throughout the summer to prepare summer camp rooms and to get ahead in custodial tasks.
- B. Assist with the weekly cleaning of common spaces for the summer resident students.

- C. Assist with other custodial projects, if help is needed by the Custodial Manager or Assistant Custodial Manager throughout the summer.

Residential Community Development

- A. Assist with summer check-in and check-out process, including room review and administrative tasks.
- B. Work to create a sense of community within the summer hall by regularly interacting with residents and hosting activities to engage the community.
- C. Adhere to expectations and assignments as outlined by the Department of Residence Life and supervisor.
- D. Address behavior that is either inappropriate or indicates the resident is dealing with a concern.
- E. Fully reside in provided residence hall room.

Qualifications and Conditions of Employment

- A. SRAs will promote and have a broad understanding of diversity and inclusiveness in the development of a community.
- B. SRAs are expected to serve as positive role models for residents and guests which includes being knowledgeable, understanding, following, and supporting University policies, regulations, and procedures.
- C. SRAs are expected to follow residence hall and University policies, as well as state and federal laws. This expectation applies throughout employment, whether on or off duty, on or off campus.
- D. Must be in good standing regarding campus conduct, not being on residence hall or university disciplinary probation.
- E. SRAs will have a strong attention to detail, be organized, have strong communication skills, and follow through.
- F. Must have completed one semester at UW-River Falls prior to employment.
- G. Must be enrolled as a UW-River Falls student who is returning for the next academic year.
- H. Minimum cumulative GPA 2.5 before employment.
- I. Available for daytime, evening, and weekend hours (between 20-30 hours per week) during employment.
- J. All other employment outside of UWRF must be discussed with the Communication and Outreach Manager. Due to the nature of the position, scheduling for the SRA position must have priority over outside jobs.
- K. Taking intensive summer classes is discouraged. The SRA must discuss taking classes with the Communication and Outreach Manager.
- L. UWRF residence hall living experience and strong communication skills are preferred.

Seasonal Employment

In signing this position description, I accept the Residence Life seasonal position and agree to follow staff policies and procedures as established for this position as well as expectations communicated by the Department of Residence Life and my supervisor from this date until the end of my employment.

I understand that by being employed in this seasonal position, I am limited to averaging no more than 25 hours per week during the academic year, and a combined total of less than 1,555 hours, in other student employment in a rolling year. I have read and reviewed [UW-River Falls Administrative Policy AP-06-114](#).

Staff Name: _____ Date: _____

Staff Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Summer Resident Assistant • Summer 2025 Working Agreement

Department of Residence Life • Division of Student Success • University of Wisconsin-River Falls

Qualifications and Conditions of Employment

SRAs must maintain a minimum cumulative GPA 2.5 before and during employment. SRAs must serve as positive role models for residents and guests, following and supporting University policies, regulations, and procedures including youth protection measures as well as state and federal laws. Due to the nature of the work, SRAs must receive approval to enroll in summer classes and for employment outside of UWRF by the Communication and Outreach Manager. Summer Resident Assistant positions require entering all campus residence halls, some of which do not have elevators. Frequent lifting of 25lbs or more and some lifting of 5-10lbs over shoulder height is also required.

Termination/Resignation

The following behaviors are considered serious enough to warrant conduct referral, disciplinary action, and/or termination from the position. Please note that this is not a comprehensive list. If a SRA is allegedly involved in a violation of residence hall and/or university policy, the staff member as a student is also subject to adjudication through the conduct process of the university.

- Violation of residence hall and/or university policies and regulations.
- Behavior resulting in a felony conviction.
- Behavior resulting in a misdemeanor conviction that casts reasonable doubt on the likelihood of satisfactory job performance.
- Acts of negligence, depraved indifference and/or incompetence that cast reasonable doubt on the likelihood of job performance or endanger the safety of a student or guest.
- Misuse or loss of official keys. Loss of a master key could result in a maximum charge of \$500 assessed to the staff member for re-coring building locks.
- Refusal to comply with reasonable, legitimate, and specific direction regarding responsibilities expressed or implied in the job description.
- Behavior that can be reasonably considered to be seriously damaging to the ability of the University to meet its contractual responsibilities including but not limited to; lying, interference with University job performance, etc.
- The use of alcohol or other drugs which violates any residence hall, University, and/or State policies or expectations of SRAs including but not limited to intoxication while working.

Appeals

A staff member who wishes to appeal their termination must submit a notice to appeal within 24 hours of termination. Termination due to academic standing is not appealable. Upon receipt of the notification, the staff member must submit a written appeal outlining the rationale as to why the staff member feels termination is not warranted in their situation. The appeal must be received by the Executive Director of Campus Life within 3 business days of employment termination notice. Upon receipt of the appeal, the Executive Director of Campus Life will schedule a meeting with the appealing staff member to review the circumstances surrounding termination.

This offer is contingent upon:

- Final budget approval by the University
- The candidate stays in good academic standing
- The candidate does not violate any University/Department of Residence Life policies

In signing this agreement, I accept the Summer Resident Assistant position and agree to follow staff policies and procedures as established for this position as well as expectations communicated by the Department of Residence Life and my supervisor from this date until the end of my employment.

Staff Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____