

# Summer Conference Assistant • Summer 2026 Position Description

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

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<b>Title:</b>	Summer Conference Assistant (SCA)
<b>Department:</b>	Residence Life
<b>Reports to:</b>	Communications & Outreach Manager
<b>Appointment:</b>	Tentatively May 15 – August 14, 2025. Employment expectations begin the date a staff member accepts the position offered. Based off of the needs of the department, there may be opportunities for work through the 28 <sup>th</sup> of August.

## Remuneration includes

**Housing:** Residence Life will provide an air-conditioned single room (in a traditional room or a staff member may be placed in a suite with other student staff members) 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 up to 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:** Will receive some meals during the summer months at no cost when on campus dining is available.

## Position Summary

The Summer Conference Assistant (SCA) position is a live-in, seasonal student staff member in the Department of Residence Life. SCAs are responsible for assisting in the implementation of camp and conference housing services and supporting custodial work. SCAs assist with summer camps and conferences by welcoming and assisting guests, helping with check-ins and check-outs, cleaning and preparing guest rooms, ensuring safety and security in all residence halls with guests, and other hall operations responsibilities.

As a member of the Residence Life staff, Summer Conference Assistants are expected to work with residents, guests, and others to create an open, inclusive, and supportive residential community. SCAs are expected to perform their functions within the scope of the Department of Residence Life mission, commitment to customer service, and commitment to diversity and inclusion. Additionally, SCAs serve in an on-call duty rotation. Summer Conference 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 SCAs are available and accessible on weekdays, evenings, and some weekends. This is not a comprehensive list of job responsibilities.

### Summer Camp & Conference Operations

- A. Work with adult and youth (under 18 years old) camp and conference groups.
- B. General conference preparation which includes assisting in preparation of rooms (i.e. thorough cleaning and linen distribution/set up), inspecting residence halls to note needed repairs, assist in preparation of key packets, and inventory of conference supplies and keys.
- C. Investigate and report room and common area damage.
- D. Responsible for setting up front desks and preparing buildings used for conference housing.
- E. Checking in/out conference guests.
- F. Tear down front desk and returning supplies after conference season is over.
- G. Assist in acquainting conference organizers with conference policies and procedures, emergency policies, and facility layout.
- H. Completing check out inspections and turning over spaces which includes thoroughly wiping down surfaces, sweeping, and mopping.
- I. Covering the front desk when camps are in residence to answer questions from camp staff.
- J. Facilitate conversations with guests to communicate residence hall information and expectations.
- K. Serve as referral/resource person to camps and conference participants.
- L. Attend and participate fully in training, weekly staff meetings, and other assigned meetings.

### Summer Operations

- A. Complete various summer projects and administrative duties as assigned by the Department of Residence Life.
- B. Work with the Residence Life staff on special projects: key audits, facilities projects, custodial tasks, etc.
- C. Complete other duties as assigned.

### Residential Community Development

- A. Serve in a duty rotation, including campus-wide duty rounds, for summer hall, camps, conferences, orientation, and other housing situations.
- B. Adhere to expectations and assignments as outlined by the Department of Residence Life and supervisor.
- C. Submit reports as required and provide necessary follow-up.
- D. Fully reside in provided residence hall room.

### **Qualifications and Conditions of Employment**

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- A. SCAs will promote and have a broad understanding of diversity and inclusiveness in the development of a community.
- B. SCAs 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. SCAs 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. SCAs 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 SCA position must have priority over outside jobs.
- K. Taking intensive summer classes is discouraged. The SCA must discuss taking classes with the Communication and Outreach Manager.
- L. UWRF residence hall living experience and strong communication skills are preferred.

### **Seasonal Employment**

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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 [Student-Employment-ACA\\_Admin-Policy-AP-06-114.pdf](#).

Staff Name: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Summer Conference Assistant • Summer 2026 Working Agreement

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

## Qualifications and Conditions of Employment

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SCAs must maintain a minimum cumulative GPA 2.5 before and during employment. SCAs 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, SCAs must receive approval to enroll in summer classes and for employment outside of UWRF by the Communication and Outreach Manager. Summer Conference 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

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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 SCA 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 SCAs 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 Conference 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: \_\_\_\_\_