

Summer Office Assistant • Summer 2025 Position Description

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

Title:	Summer Office Assistant (SOR)
Department:	Residence Life
Reports to:	Communication and Outreach Manager
Appointment:	Tentatively May 15 – August 28, 2026. Employment expectations begin the date a staff member accepts the position offered.
Hours Required:	Monday – Thursday 7:30am-4:30pm, Friday 7:30am-12pm

Remuneration includes

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

Compensation: \$11 per hour up to 40 hours per week

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

Position Summary

The Summer Office Assistant (SOR) position is a live-in, seasonal student staff member in the Department of Residence Life. SORs are responsible for administrative work and completing errands for members within the Department of Residence Life. As a member of the Residence Life staff, Summer Office 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. Frequent lifting of 25lbs or more and some lifting of 5-10lbs over shoulder height is also required.

Responsibilities

This is not a comprehensive list of job responsibilities.

- A. Cover the office, answering phones, computer work, furniture inventory, facilities follow-up, etc.
- B. Run errands when necessary.
- C. Cover the front desk as needed.
- D. Assist with conferences and other administrative tasks as assigned.
- E. Be courteous in greeting and assisting residents, vendors, and guests.
- F. Attend special meetings /training as needed.
- G. Have knowledge of and follow all policies and procedures of the University and Residence Life Department.
- H. Lift items ranging from 5-25 lbs .
- I. Other duties/tasks as assigned.

Qualifications and Conditions of Employment

- A. SORs will promote and have a broad understanding of diversity and inclusiveness in the development of a community.
- B. SORs are expected to be knowledgeable, understand, follow, and support University policies, regulations, and procedures.
- C. SORs 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. SORs will have a strong attention to detail, be organized, have strong communication skills, and follow through.
- F. Must be enrolled as a UW-River Falls student who is returning for the next academic year.
- G. Minimum cumulative GPA 2.5 before employment.
- H. All other employment outside of UWRF must be discussed with the Communication and Outreach Manager.
- I. The SOR must discuss taking classes with the Communication and Outreach Manager.

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

Staff Name: _____ Date: _____

Staff Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Summer Office Assistant • Summer 2026 Working Agreement

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

Qualifications and Conditions of Employment

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