

# Summer Resident 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 Resident Assistant (SRA)
<b>Department:</b>	Residence Life
<b>Reports to:</b>	Summer Area Coordinator (directly), Area Coordinators (indirectly)
<b>Appointment:</b>	Tentatively May 15 – August 14, 2026. 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 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 hours each week. 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

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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 with various Residence Life summer programs including student housing, guest services, some housing-related orientation needs, mail procedures, and administrative projects. SRAs assist by welcoming and assisting guests, helping with check-ins and check-outs, 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 Resident Assistants are expected to work with residents, guests, and others to create an open, inclusive, and supportive residential community. Summer Resident Assistants 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. 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

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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 Operations

- A. Assist with residence hall closing, opening, and early arrival residents.
- B. Assist with summer resident and summer guest housing check-in and check-out process, including room review.
- C. Positively represent the Department to all students, families, and guests during orientation and other Admissions events.
- D. Complete various summer projects and administrative duties as assigned by the Department of Residence Life.
- E. Work hall hub shifts within the summer residence hall to be available for summer residences or guests.
- F. Work with the Residence Life staff on special projects: key audits, process improvement, etc.
- G. Assist the summer camp program in handling emergencies that occur within the residence halls as needed.
- H. Assist with large summer camp operations if needed to ensure operations run timely and smoothly.
- I. Other duties as assigned.

### Residential Community Development

- A. Serve in a duty rotation for the summer hall and assist the on call person for the camps and conference rotation when necessary or assigned.
- B. Facilitate conversations with guests to communicate residence hall information and expectations.
- C. Attend and participate fully in training, weekly staff meetings, and other assigned meetings.
- D. Work to create a sense of community within the summer hall by regularly interacting with residents and hosting activities/programming to engage the community.
- E. Adhere to expectations and assignments as outlined by the Department of Residence Life and supervisor.

- F. Address behavior that is either inappropriate or indicates the resident is dealing with a concern.
- G. Fully reside in provided residence hall room.
- H. Other duties as assigned.

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

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- 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 (up to 25 hours per week) during employment.
- J. All other employment outside of UWRF must be discussed with supervisor. 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 supervisor.
- 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 Resident 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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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 their supervisor. 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

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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 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

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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: \_\_\_\_\_