I. POSITION DESCRIPTION

Summer Camps & Conferences staff are students selected on the basis of leadership, experience, scholarship, ability to promote the University while helping to operate a fast-paced hotel-like operation, and desire to help resident students realize their potential for self-development through group living. They are representatives of the Apartment and Residence Life, University Housing, and Guest Services offices. As staff members of the University, Summer Conferences staff members are expected to act accordingly. They are responsible for acting as role models, as well as using their own best judgment, maturity, and concern for those individuals with whom they live and work.

As members of the Summer Camps & Conferences staff, Summer Office Assistants (OA) and Resident Assistants (RA) work closely with the Assistant Director for Guest Services, members of the Residence Life and Guest Services staff, and other student staff members. Their responsibilities for the general welfare of summer conference guests as well as the residents and facilities extend to all areas of the campus. Summer Camps & Conferences staff members are responsible for continuing consultation with the appropriate staff members about the concerns and accomplishments of guests and residents in the residence halls.

II. DUTIES AND RESPONSIBILITIES

A. Training Session Requirements

- Summer Camps & Conference staff must attend all training sessions in their entirety, including
  - Staff Training (Part II): Tuesday, May 29, 2018.
  - Mid-Summer Training Session: Thursday, June 29, 2018 from 10:00 pm-12:00 am.
- Staff Training Parts I & II will last the majority of the day, with some evenings, unless otherwise noted. No outside activities should be planned during this time. We will do our best to approve absences due to UT Arlington courses only; staff will not be excused to miss training for courses taken at other universities. If the staff member has a UTA course scheduled for any of the training dates, they should notify the Assistant Director for Guest Services prior to training.
- Summer Camps & Conference staff must complete all requested and required compliance/online training by the due date provided by Guest Services.
- Summer Camps & Conference staff must complete all payroll paperwork by the date specified in their offer letter and may not start training/working until all paperwork is approved.
B. Administrative

- Distribute and collect reports, notices, and forms as requested by the RD/ARD, Residence Life Office, Housing Office, and Guest Services Office.
- Assist in the opening and closing procedures of the residence halls.
- Complete necessary reports and forms thoroughly and by the appropriate deadline.
- Attend and participate in all staff meetings.
- Check assigned staff mailbox and UT Arlington email on a daily basis.
- Utilize UT Arlington email address as the official and only means of email communication with staff and department.
- Report damages and facility repairs in a timely manner and follow up accordingly.
- Provide quality customer service for all summer school residents and summer guests.
- Follow all office procedures in regard to the check-out of keys, equipment, lost and found, or other items.
- Keep the office clean and organized at all times.
- UT Arlington owned hardware and software should be used for work related purposes only.
- Contact RD/ARD of shift changes or if unable to work an office shift, check-in/out, complete an assigned project, etc.
- Assist with the check-ins and check-outs of Summer Camps & Conference groups and the completion of inventories.
- Deliver/distribute linens for Summer Camps & Conference groups.
- Any other duties, responsibilities, or expectations assigned by the RD/ARD, Residence Life, or Guest Services staff.

C. Dress Code

- Summer Camps & Conference staff are required to wear the following items at all times when working (during check-ins, on-calls, office shifts, and while completing projects including long and short inventories, cleaning inspections, etc.):
  - Summer Camps & Conference staff shirt
  - Solid color Khakis, slacks or jeans in a complementary color of your staff shirt. Solid color khaki/slack material/jean shorts and skirts may be worn, but should be no shorter than the longest fingertip when arms fully extended at the sides of the legs.
  - Closed toe and closed heel shoes
  - Summer Camps & Conference name tag
  - A smile
  - Staff may wear solid black leggings or athletic pants/capris/shorts for logistical and outdoor projects (cleaning inspections, inventories, linen delivery, parking projects, etc.). All black leggings or athletic pants/capris/shorts must meet the longest fingertip requirement and not be see through or sheer in any way.

- The following items of clothing and styles are not allowed while working:
  - Shorts or skirts shorter than the longest fingertip length when arms fully extended at the sides of the legs
  - Open toe or open heel shoes
  - Leggings or athletic pants/capris/shorts of a pattern or color other than solid black.
  - Items that promote a college or university other than UT Arlington, including ball caps.
  - Strapless, halter tops, tank tops, tube tops, or spaghetti straps
  - Pajamas or ultra-casual attire
  - Clothing with holes, scratches, and/or tears
  - Unsafe jewelry or clothing
  - Bathing suits
  - Bare midriffs
  - Undergarments showing
  - Emblems, lettering, pictures pertaining to political candidates or campaigns, drugs, alcohol, sex, profanities, gangs, weapons, inappropriate material or content not conforming to a law or University policy.

- Summer Camps & Conference staff appearance, including hair, should be neat and not disheveled. Make up is a personal choice to wear, if worn it should be appropriate for work.
- Be dressed appropriately and ready to work upon arrival.

D. Summer Camps & Conferences and Promotion of the University

- Assist summer guests at all times, however possible within the guidelines outlined by your supervisors, to help provide the best possible experience for them.
- Perform all camp/conference related duties and responsibilities thoroughly and on time. Failure to do so results in a less enjoyable experience for guests, a poor reflection of the University, and an increased burden on fellow staff members.
• Be available and accommodating to guests indiscriminately whenever on duty, performing job responsibilities, in uniform, or identifiable as a UT Arlington staff member.
• Communicate completely, accurately, and in a timely manner with supervisors and co-workers to ensure smooth and efficient Summer Camps & Conferences operations.
• Maintain a positive attitude and high personal standards in behavior, academic, and related concerns/needs.
• Be a role model on campus, off campus, and anywhere a guest or resident could witness the Summer Camps & Conferences staff member’s behavior.
• Promote a positive image of UT Arlington and the departments of Apartment and Residence Life, Guest Services, UT Dining Services, and University Housing at all times.

E. Liability Issues
• As a staff member and employee of the State of Texas, it is imperative to protect yourself, your liability and that of the University by refraining from all of the following:
  o Handing out medication or any first aid materials to summer school residents or Summer Camps & Conference guests.
  o Giving summer school residents or Summer Camps & Conference guests rides in a staff member’s personal automobile.
  o Promising to keep a secret, Summer Camps & Conference staff have an obligation to report to their supervisors especially in cases of abuse.
  o Failure to maintain confidentiality of information provided by UT Arlington.
  o Violation of any laws or University policy.
  o Participating in an activity if the presumption is or could be that the RA/OA would face employment consequences.

F. Community, Staff, and Emergency Policies
• Uphold and enforce fire and life safety measures and respond appropriately to any emergency situation.
• Know, communicate and enforce Housing, Summer Camps & Conference, and University policies and regulations.
• Work cooperatively with individual staff team, as well as the entire Residence Life and Guest Services team.
• Summer Camps & Conference is committed to diversity within our residence halls and work environments. This commitment is demonstrated by respect for individuals regardless of their ability, gender, religion, race, creed, ethnicity, age, sexual orientation, national origin, or veteran status.
• Uphold summer conferences staff requirements including but not limited to manuals, trainings, communications, discipline guidelines, and Residence Hall Handbook.

G. Property
• Report damages, facility repairs, and safety concerns immediately and follow up with guests/residents on progress of repairs as needed.
• Conduct cleaning inspections prior to guest arrivals and short inventories after guest departures. Long inventories will be completed at the start of the summer.
• Document and report trash or aesthetics violations observed in the community and remove improperly posted or outdated materials.

H. On-Call Duty (Resident Assistants)
• Serve on the on-call duty rotation, which includes
  o Working the front office from 8:00pm -10:00pm.
  o Completing two rounds of the community.
    ▪ Sunday through Wednesday rounds should occur at 10:00pm and Midnight.
    ▪ Thursday through Saturday rounds will occur 11:00pm and 1:00am.
  o Completing written report of rounds, including any relevant issues for the RD/ARD in a timely manner.
  o Properly documenting all incidents immediately after they occur.
  o Being accessible by phone, through office coverage, or doing rounds. Must be in possession of the on-call phone at all times.
  o Notifying the RD/ARD or the on-call RD/ARD anytime emergency personnel are observed in the building for any reason other than normal scheduled surveillance.
  o Notifying the RD/ARD or the on-call RD/ARD if in need of consultation or need to report an incident.
• RAs must remain in the building when on-call, unless there is a need to evacuate due to an emergency, until 10:00am the following day.
The on-call phone should never be unattended or left at the hall office without another staff member present and made aware.

- If an OA is working the office at an earlier than 10:00am, the RA on-call may hand off the phone.

- All changes to the on-call schedule must be in writing 24 hours in advance of the RD/ARD for approval. Emergency situations will be considered on a case by case basis.

**I. Student Contact and Leadership (RAs in Summer School Communities)**

- Learn the names and develop a rapport with each resident in your community.
- Be available in the residence hall, especially during the evening hours and maintain frequent contact with all residents, and be a visible member of the community.
- Recognize and assist students with social, personal, academic and related concerns/needs.
- Assist in conflict resolution and mediation.
- Respond to, document and report any inappropriate, disruptive and concerning behavior.
- Know campus and community resources, and refer when appropriate.
- Plan, organize, and facilitate programs and community builders based on the needs and interests of the residents.
- Be involved in community activities and encourage involvement of residents in community and campus activities.
- Fulfill community-building requirements as outlined by the RD/ARD.
- Follow all spending procedures outlined by the RD/ARD.

**III. TERMS AND CONDITIONS OF EMPLOYMENT**

**A. Time Commitment and Outside Employment**

- The Summer Camps & Conference staff positions are a SUMMER APPOINTMENT ONLY beginning May 16 and ending August 5 for RAs and May 16 to August 16 for OAs, subject to change based on the camp schedule. Summer Camps & Conference staff are required to stay in August until after all summer guests have checked-out and/or all staff projects are completed for all summer groups.
- All student staff must be enrolled at UT Arlington for the 2018 summer or fall semesters.
- Summer Camps & Conference staff are expected to be available to work days, evenings, weekends, and holidays and be very flexible when scheduling office hours, projects, on-call duty nights, etc.
- The Summer RA/Summer OA position is expected to be top priority after UT Arlington academics and before other activities, internships, work, etc. All other non-academic activities (athletics, leadership positions, etc.) and on or off campus work (including internships) must be approved by the RD/ARD and Guest Services AD. All other approved employment (on or off campus) must be discussed and number of hours worked per week be mutually agreed upon by the Summer Camps & Conference staff member and her/his supervisor prior to beginning the position.

**Resident Assistants**

- The Summer Resident Assistant is classified as a monthly position. Summer RAs will NOT be able to work another job on campus that is classified as an hourly position. RAs may work another job on campus only if it is classified as a monthly position and approved by the RD/ARD and Guest Services AD. Please make sure additional on campus employment follows these guidelines and inquire with any questions prior to accepting the RA position.
- RAs must keep curfew Monday - Friday morning; curfew from 2:00am - 6:00am. At this time, the RAs must be back and remain in the hall. RAs are not required to be in the building Friday and Saturday nights unless on-call. RAs must get approval from the RD/ARD when they plan to be away from the building overnight to ensure the hall has an adequate number of RAs available for emergency response needs that night.
- RAs can be approved for up to 3 weeknights off campus during the Summer Camps & Conferences season in which they may spend the night outside the residence hall without being subjected to extra hall projects or discipline. This may only occur under the following conditions:
  - The RA submits a written request to the RD/ARD to be off campus, as soon as the RA knows they may be absent for a night. Requests should be submitted in writing at least 24 hours in advance and needs to be approved by the RD/ARD or Guest Services AD.
  - The RA confirms with the RD/ARD that they have contacted another staff member to help act upon any emergency situation for the time they are not in the building.
  - The RD/ARD will determine whether the hall has an adequate number of RAs available that night. The RD/ARD may refuse to grant a night off request.
- RAs will live in their assigned space for the duration of employment. Temporary or permanent relocation may be required.
• RAs will be assigned to live in one hall, but will work in all halls during the summer in order to have an equitable distribution of projects across the entire Summer Camps & Conference staff.
• Summer Camps & Conference staff employed by Apartment and Residence Life in the fall will move to their fall assignment by August 5.
• Summer Camps & Conference staff not employed by Apartment and Residence life in the fall will need to move out of their assigned space by August 5. A temporary space may be provided, but the RA may be required to move to a different room or hall prior to moving to their fall assignment or off campus.

Office Assistants
• The Summer Office Assistant position is classified as an hourly position. OAs will NOT be able to work another job on campus that is classified as a monthly position. OAs may work another job on campus only if it is classified as hourly and approved by the RD/ARD and Guest Services AD. OAs approved hold an additional job on campus will be responsible for keeping track of their hours each week, and ensuring that the total number of hours for all on campus jobs does not exceed 39 hours per week (Monday-Sunday). Please make sure additional on campus employment follows these guidelines and inquire with any questions prior to accepting the OA position.
• OAs may have one particular hall they work in the majority of the time, but to meet the needs of the camp schedule and provide equitable hours, OAs may be assigned to a variety of halls to work in during the summer.
• OAs must keep track of hours worked to not exceed weekly limits of 39 hours per week (Monday-Sunday), accurately clock-in and clock-out, and immediately notify supervisors of any errors via email.
• OAs must immediately notify their supervisor if unable to be at work on time or unable to work a shift. OAs are responsible for finding a suitable replacement for late or missed shifts. Late arrivals or failure to work fully assigned shifts will result in appropriate steps in the discipline process.

B. Compensation

Resident Assistants
• Bronze Meal Plan Scholarship during the 11-Week Summer Session (scholarship may negatively impact financial aid).
• RAs in their first year will earn a $502 monthly salary before normal deductions (i.e. taxes, FICA, etc).
• RAs in their second year and beyond will earn a $552 monthly salary before normal deductions (i.e. taxes, FICA, etc).
• RAs will be considered in their 2nd year if their employment began at the start of RA Training in August the year prior.
• The amount of taxes deducted can be impacted by enrollment status, if not enrolled for summer classes, the amount of taxes removed will be higher.
• Single room at the lowest summer double rental rate of $1143.18.
• Staff Shirts and Nametag.

Please note the following in regards to salary compensation:
• RAs are considered “exempt” and non-benefits eligible. Therefore, RAs are not eligible for overtime or vacation/sick time.
• RAs are not monetarily compensated on the days that the University is closed, even if on-call. Monthly checks will be based on the days of that month in which the University is open.
• RAs are paid monthly (typically the 1st day of each month). Payroll processes monthly checks mid-month, typically between the 18th-22nd. If the RA involuntarily or voluntarily leaves the position after payroll has been processed, the RA may be required to pay back the University any money that the RA did not earn.
• The meal plan will be billed to the RA’s student account before the meal plan scholarship is applied to the account.
• Changes to the compensation package and the payroll process may occur at any time.

Office Assistants
• New OAs will be paid $7.50 an hour for an average of 14 hours per week, not to exceed 39 hours.
• Current OAs will be paid $7.75 an hour for an average of 14 hours per week, not to exceed 39 hours.
• Accurately clock-in and out, OAs must immediately notify supervisors of any errors via email.
• Actual hours worked per week are dependent on the camp schedule and availability of the staff member.
• OAs are paid bi-weekly; this pay schedule can be found online at the UT Arlington Human Resources site. In order to be paid on time, OAs must sign timesheets by 10:00am the weekday following the end of a pay period.
• Staff Shirts and Nametag.

Please note the following regards to salary compensation:
• OAs will not receive additional pay for working days when the University is closed (July 4) unless the residence hall office is open and the OA works that day.
• Changes to the compensation package and the payroll process may occur at any time.

C. Student Employment Requirements
• Summer Camps & Conferences staff must:
  o Not be placed on University academic/disciplinary or University Housing probation for any reason.
  o Stay current on rent if living on campus.
  o Not engage in a romantic or sexual relationship with any resident, summer guest, professional or student staff member of the UT Arlington Apartment and Residence Life Staff or Guest Services Staff.
  o Maintain a minimum 2.5 cumulative grade point average, if enrolled in UT Arlington summer classes. Taking summer classes is not required for the Summer RA and Summer OA positions.

D. Physical Requirements
• The following are physical requirements of the Summer RA and Summer OA positions. If you have concerns about your ability to perform any of the following physical requirements, you must alert your supervisor immediately.
  o Exposure to all weather conditions.
  o Exposure to standard office conditions.
  o Exposure to chemicals.
  o Repetitive use of a keyboard at a workstation.
  o Use of manual dexterity.
  o Climbing of stairs.
  o Climbing of ladders.
  o Lifting and moving objects
  o Walking
  o Speaking
  o Hearing

E. Discipline/ Termination of Employment/ Resignation
• As a student employee, RA/OAs will be an employee at will and are employed at the pleasure of the University. Both the RA/OA and the University have the right to terminate the employee/employer relationship at any time.
• RA/OAs are expected to commit to the position for an entire summer. A letter of resignation must be submitted to the RD/ARD two weeks prior to the projected end of employment.
• Continued failure to fulfill the responsibilities of the position, poor role modeling on or off campus, failure to adhere to University policies, failure to adhere to federal, state, or local laws, and blatant discriminatory acts could lead to a warning, a probationary period, and/or termination of employment, involving written notification from the RD/ARD. Employment grievances should be directed to the RD/ARD, Assistant Director, and then Associate Director of Apartment & Residence Life.
  o Summer Camps & Conferences staff shall not attend any UT Arlington event, program or work related function (on-call, office shifts, project work, etc.) under the influence of alcohol or any controlled substance which could affect the Summer Camps & Conferences staff member’s response or be in the presence of alcohol or other controlled substance that would violate national, state, local or university policies/laws.
  o Alcohol may be possessed or consumed in the privacy of a RA’s room, so long as the resident of the room and all parties consuming alcohol are 21 years of age or older. Summer Camps & Conferences guests are not allowed to consume alcohol in any of UT Arlington’s residence halls. As a Summer Camps & Conferences staff member, you are expected to serve as a role model to other residents, guests, etc.
• At the end of employment the RA/OA will cease serving as a staff member immediately; therefore all pay will cease effective the last day of employment.
• If a RA is released from staff or voluntarily resigns his or her position, the following will occur:
  o The RA will be required to vacate the staff room within 48 hours of last day of employment. In most cases released RAs will be required to move to another hall if remaining on campus. The RD/ARD, with the permission of the Assistant Director for Guest Services may grant extended periods. Such extensions shall only be granted if there is not a room available in any of the residence halls and the RA is not a safety risk to the other members of the hall(s). If no room is available in any residence hall, the RA may be given a maximum of 7 days to vacate the room and thus the building.
  o If the RA is required or chooses to move out of the current hall and to a different hall or apartment community, he or she will need to sign a new Residence Hall Contract or Apartment Lease with the University
Housing office. The deposit will be transferred to the new contract or lease and rent shall be adjusted accordingly.

- If the RA is required or chooses to move out of University Housing, he or she will need to complete a Contract Release Form. The RA will forfeit their deposit and will be responsible for the Residence Hall RA Early Termination fee. Thus, shall pay a Cost of Relenting fee equivalent to 85% of one month’s rent installment. This Residence Hall RA Early Termination Penalty supersedes any conflicting provisions of the Terms and Conditions of the Contract.

- At the date of Resignation/Termination of Employment, the RA’s meal plan stops. If the RA continues to enroll in this meal plan then the RA will be required to pay the prorated amount remaining on the meal plan scholarship. If the RA is required to have a meal plan by housing contract, then the RA will be required to pay the prorated amount remaining on the meal plan scholarship.

AKNOWLEDGEMENT

I have read and will abide by the expectations set forth above as I perform my job as Summer Resident Assistant or Summer Office Assistant at the University of Texas at Arlington. I understand that I may be terminated at any time for misconduct, non-performance of job duties or performance below set expectations, inability to perform job duties, lack of funds, or the elimination of the position.

Printed Name: ________________________________          Date: __________________________

Signature: ________________________________