

UC Davis Student Housing & Dining Services

After Hours Assistant Job Description – 2020-2021 Academic Year Appointment

The After Hours Assistant (AHA) is a “Casual/Restricted,” (meaning Student Assistant), part-time live-in staff member appointment within Student Housing and Dining Services. The AHA position is one that requires a great deal of commitment, responsibility, communication and interaction with the professional staff, student staff, and students. Under the supervision of the Resident Director, the AHA will serve in the following capacity:

- Providing after-hour on-site assistance with facility situations (i.e. lockouts, room access concerns and basic maintenance/custodial needs).
- Respond to after-hour community needs, resident concerns and alleged policy violations
- Liaisons with professional staff members as needed.
- Staffs area service desk during shifted hours, typically from 11pm- 2am.

Minimum Qualifications

- Full-time (minimum 12 units/quarter) undergraduate student with a minimum 2.2 UC cumulative grade point average during the time of application and throughout the entire period of employment. All After Hours Assistants are required to meet minimum progress guidelines as set by the university.
- From the time of offer, must maintain 2.2 cumulative grade point average and be in good conduct standing with the University, Student Housing & Dining Services and Student Support & Judicial Affairs. Any future violations may result in withdrawal of offer and/or termination of employment.

Preferred Qualifications

- 45 units completed (sophomore status) preferred, prior to assuming the AHA position.
- Knowledge and understanding of diversity as it pertains to working with a diverse student population.
- Exhibits strong ethical decision making, critical thinking, problem-solving and communication skills
- On-call, facilities or community response experience.

Terms of Employment

- Employment is contingent upon successful completion of a background check, which includes criminal history. If you already have a successfully completed background check on file, then you will not need to complete another.
- At the time of application, candidates must be eligible to work in the United States for the duration of the Terms of Employment. *DACAmented and eligible international students are encouraged to apply.*
- Mandatory participation in scheduled year-long weekly evening on call shifts; priority registration is provided so that each staff member is able to keep the evening time available. You must be able to keep the scheduled evening time free in order to serve in this position.
- Primary work hours for this position are weeknights between 4:30pm-8am and scheduled AHAs provide 24 hour coverage on weekends.
- Actively participate in all training and on-going staff development.
- Live-in appointment to cover the time period from **August 28, 2020- to June 14, 2021. Enrollment in summer session II is prohibited due to its conflict with training.** Must reside in assigned space to respond to situations as needed.

- Mandatory participation in scheduled year-long weekly staff meetings on Wednesdays from 6:20 PM to 7:50 PM is required; priority registration is provided so that each staff member is able to keep the meeting time available. Selected candidates must be able to keep the scheduled meeting time free in order to serve in this position.
- Must regularly check university email account at least once a day and must provide a contact number with voicemail for occasional work use.
- Assistance with the opening and closing of halls at the beginning and end of each quarter and providing hall coverage over vacations is mandatory.
- AHAs are not permitted to participate in intercollegiate sports, hold Peer Mentor or Orientation Leader positions. Rushing and/or pledging a sorority or fraternity will not be permitted during the Fall Quarter. All commitments outside of the AHA position (employment, club/organization involvement, internship, etc.) must have the **written pre-approval** of the professional staff.
- Follows all guidelines and policies set forth by the department and university and role models respectful community-based behaviors.
- Remuneration: AHAs will receive one bed space in a double occupancy room. AHAs can choose their eligible roommate. Housing is not permitted during winter break. AHAs will also receive a 7-day staff unlimited meal plan when the dining halls are open.

Position Responsibilities

The following outlines the responsibilities that an After Hours Assistant (AHA) is required to perform as a staff member. Note that these responsibilities will vary depending on the needs of the communities:

Team Expectations

- Works cooperatively with professional and student staff to develop connections and positive relationships.
- Demonstrates positive and professional communication and relays community concerns to the team.
- Provide and accept feedback regarding job performance.
- Demonstrates a level of flexibility and positivity that contributes to team-building and relationship development.

On-Call Responsibility

- Communicates all counseling and crisis situations to the area professional staff on-call.
- Serves in on-call shifts for the entire SHDS residential community averaging 19.5 hours a week.
- Assists students and staff in handling/resolving facilities issues and crises. Refers students to appropriate resources and professional staff when necessary.
- Educates the residential community about Student Housing and Dining Services policies and expectations.
- Confronts residents and documents alleged policy violations in an educational and appropriate manner.
- May conduct rounds of the residence halls and related facilities as required.
- Assists residents in crisis situations and addressing community concerns.
- Interacts with residents to ensure well-being and demonstrates appropriate discretion when dealing with resident issues.
- Selected candidates must be able to conduct rounds, respond to emergencies in the residential areas, and perform other similar tasks as assigned. Rounds may take up to 90 minutes at a time and include the inside and outside of the residence hall buildings. The position may require the ability to lift up to 40 pounds, bend, stoop or climb stairs.

- Demonstrates ethical and sound judgement in using university resources

Administrative Responsibilities

- Demonstrates strong time management skills and responds to emails and phone calls within 24 hours.
- Assists in implementing the daily business operations and services of the hall (e.g.,desk operations, administrative paperwork, on call reports).
- Actively engages and is prepared for all job related meetings.
- Collects information from residents as required by Student Housing and Dining Services.
- This position is considered an essential position and may be required to continue job functions during campus closures.
- Appropriately understands confidentiality and adheres to policies and procedures regarding student information
- Performs other responsibilities as assigned by student housing and dining services professional staff