Division of Student Affairs  
Stony Brook Southampton

**Student Life Assistant**  
(Overview of Position Responsibilities)

**Summary:**  
The Student Life Assistant (SLA) position reports to the Director of Student Life or Student Life Specialist and works in support of one of the primary functions of the Southampton. The SLA has a significant role working in collaboration with professional staff in the development of student staff (Resident Assistants and Office Assistants), participating in department and University functions, and contributing to the overall progress in establishing a campus environment conducive to student success. The person in this position will provide administrative support to the Student Life team and establish non-supervisory functional relationships with campus/office personnel, maintenance and custodial staff, and other campus constituents.

The SLAs will assist with the successful operations of their respective areas, working 20 hours per week (primarily 8:30 AM – 5:00 PM or otherwise needed by the supervisor). This twelve-month contract position starts on June 1st and goes to May 31st. The position requires full-time enrollment in a graduate program at Stony Brook University. Every applicant must meet our graduate GPA requirement of 3.0, and be in good judicial standing.

**Compensation:**  
SLA will receive a bed-waiver:  
- SLA for Campus Life will receive a double room earned after 13 hours out of the 20 required.  
- SLA for Residence Life will receive a two-bedroom apartment earned after 17 hours out of the 20 required

After bed-waiver is earned, the remaining hours will be paid at $16/hr. Student Life Assistants can work up to an additional 9 hours a week beyond the required 20 office hours with the approval of the Student Life Specialist or Director of Student Life. Vacation days are allotted the week of December 25th – January 1st and the week of Stony Brook University’s Spring Break. However, any assigned duty shifts must be covered.

**Job Description:**  
Along with contributing to the successful daily operations of Stony Brook Southampton, SLAs will work in support of the functions and responsibilities of various departmental areas. All SLAs will be involved with:

**Staff Supervision**  
- SLAs assist in the recruitment, selection, and evaluation of a diverse student staff(s) and provide them with direction, support, and development through daily supervision and regular staff meetings
- Participate in the development and implementation of the ongoing training process for student staff members and support the implementation and promotion of departmental programs, activities, and campus-wide traditions
- Supervise staff in the absence of their supervisor

**Duty Rotation & Crisis/Emergency Management**

**On-Call**  
- SLAs will participate in a Duty Rotation for emergency response with three other staff members. Duty Hours: Seven days per week: 10:00 am to 10:00 am the next day.
- SLAs will be given four hours off of their required office hours for participating in the duty rotation each week.

**Emergency Response**  
- SLAs are expected to respond to emergencies, enter cases in the judicial database and follow up under the direction of Student Life Specialist and/or Director for Student Life
- Assist with major emergency situations by coordinating tasks (Snowstorms, Hurricanes, Blackouts)
- Take charge with assessing and following up with emergency facilities requests while on duty

**Counseling and Advising**  
- SLAs often serve as a first contact by handling immediate crisis situations and providing informal counseling while on duty
- SLAs serve as a resource/referral agent for campus and community resources such as the Counseling Center, Student Health Center, University Police, Financial Aid, etc.
Community Standards
- Responds to violations of the Student Conduct Code and Terms of Occupancy, follow up with residents and document.

Community Engagement
- The SLA assists and advises student staff on developing creative and thoughtful social and educational programming that reflects the values of the department fulfills the learning objectives pertinent to student success and fosters community within the residence halls on nights and weekends as needed.
- Other tasks and/or event planning may be required depending on the position

Committee/Functional/Additional Responsibilities
- Attends weekly Staff Meetings and other meetings as necessary
- May be required to drive to Stony Brook West/East Campuses for meetings
- Assigned Committee/Functional Assignments as per supervisor/department need
- Helps with special projects and administrative as assigned by Student Life Specialist or Director of Student Life
Staff Supervision
Office Assistant
- Assist with the supervision and training of the Office Assistant (OA)

RA Staff Supervision
- Assist the Student Life Specialist with the supervision of assigned Resident Assistants
- Conduct 1-1’s with all RAs each semester
- Assist in the management of functional assignments of RAs

Duty Scheduling
- SLA works with RAs to schedule monthly RA duty calendar and updates any switches or changes
- SLA will post the schedule on Google Calendar and in the RA Office
- SLA coordinates RA Office Coverage in December, January, and May

Facilities Management
Room Condition Reports
- Maintaining an inventory and condition of furnishings and equipment within the building

Check-Out Assessments
- Final Damage Assessments are divided between SLA’s and RA’s under the advisement/direction of the SLS
- Upload videos of damages that may require billing and notify SLS immediately

Follow-Ups with Apartments
- Follow-up with delegated work order requests and emergency issues from duty reports
- Speak to residents about issues such as messy kitchens, educates them on policies and how to prevent issues in the future

Health and Safety
- Responsible for conducting inspections and reinspections of a given floor with a Resident Assistant
- Responsible for assigning RA pairs & floors for monthly Health and Safety inspections
- Creating Health and Safety packets with enough copies of the RA Health & Safety Checklist, Inspection Notices, and Health & Safety Inspection Records
- SLA and SLS conduct monthly Health and Safety inspections of RA apartments. Thus SLA schedules and conducts inspections and reinspections of RA apartments (with SLS)
- Creates monthly Health and Safety Inspection Report:
  - Failures with ICF numbers, Warnings, Vacancy Issues, and Maintenance Requests entered with Work Order Number

Community Standards
- Assist the Student Life Specialist with communicating to residents, organizing judicial paperwork, and checking for accuracy
- Consistently educates residents on the Student Conduct Code and Terms of Occupancy. When violations happen SLAs checks residents’ history in terms of documented health and safety violations and the like to create a mechanism to make residents aware of repeated violations and their impact on the community and the resident him/herself
- SLA may be asked to hear low-level community standards violations by his/her supervisor

Southampton Conference Housing
Administrative
- Assist the Residence Life team with conference housing administration, duty, and other related assignments
- SLA help with Check-in and Check-outs as well as space assessments
- Coordinate with Southampton Hospital Housing Coordinator and Stony Brook Conference Housing Office for incoming and outgoing Greenport residents

Disclaimer:
- The information contained herein is not intended to be an all-inclusive list of the duties and responsibilities of the job, nor are they intended to be an all-inclusive list of the skills and abilities required to do the job.
- The duties and responsibilities in this job description may be subject to change at any time due to reasonable accommodation or other reason.
Student Life Assistant - Campus Life

Staff Supervision

Fitness Center / Gymnasium / Mail Room
- Coordinate Student Assistant Staffing Schedule, handle shift changes and publish all schedules
- Responsible for managing the events calendar for the Stony Brook Southampton Gymnasium

RA Staff Supervision
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Administrative

Package and Mail Sorting
- SLA is responsible for package notification and sorting mail. SLA will ensure that the fitness center attendant is sorting mail and packages if SLA is not in the office

Check-ins and Check-outs
- SLA help with Check-in and Check-outs as well as space assessments
- Final Damage Assessments are divided between SLA’s and RA’s under the advisement/direction of the SLS
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Community Engagement

Campus Life
- Coordinate the Community Engagement Calendar which includes RA Events, and major events from the Student Life team
- Create and publish Weekly Newsletter for Stony Brook Southampton
- Assist in the development of Large Scale Student Life Events in conjunction with the Director of Campus Life & Student Life Specialist as needed.

Social Media
- Manage Southampton Social Media: Facebook, Twitter, & Instagram.

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