

Summer Resident Assistant Position Description

Position Description: The Summer Resident Assistants (SRAs) will report to the Assistant Residential Life Coordinators for summer conference housing responsibilities. The Summer Resident Assistants will assist in the preparation for each summer conference arrival and departure. In addition, the SRA may have programming responsibilities. The expected average time commitment for the position is 20 hours per week.

SRA Duties and Responsibilities:

- Prepare check-in packets for each summer conference group assigned.
- Administrative activities related to the operation of their building, including but not limited to processing work orders, on-call duty, duty at desk/office, giving tours to prospective students, turning in reports, processing check-ins and check-outs for UMKC students, conference/camp guests, etc.
- Participate in all check-ins and checkouts for each summer conference group assigned.
- Provide excellent customer service to all summer conference guests.
- Assist in preparation of rooms and facilities for the conference guests.
- Attend meetings as requested by the Assistant Residential Life Coordinator.
- Maintain a presence in the building and be available to students/guests.
- Plan social and recreational programs for residents/guests of wing and building.
- Enforcement of University and Residential Life policies.
- Other duties as assigned.

Remuneration for SRA in Residence Halls: Residential Life scholarship, which covers the cost of your room and a meal plan

Remuneration for SRA in Oak Place Apartments and Hospital Hill Apartments: Residential Life scholarship, which covers the cost of a two-bedroom apartment (to be shared with another student staff member of the same gender) and a meal plan.