**Residence Life Campus Assistant**

**Job Description**

**Title: Residence Life Campus Assistant**

**Department: Residence Life**

**Name of Supervisor: Nicole Hundt, Executive Director of Residential Life/Title IX Coordinator**

**Hiring Manager Contact: Nicole Hundt - nicole.hundt@salem.edu**

**Position Status: Part-Time**

**Classification: Non-Exempt**

**Reviewed/Revised: June 2024**

**$9.00 per hour for up to 7.5 hours per week for a maximum of 10 weeks per semester**

**About Salem Academy and College**

Salem Academy and College is the oldest continuously operating educational institution for girls and women in the country. Since 1772, the institution has engaged in transformational change to innovate women’s education. Founded with the mission of making education accessible to all, Salem has a rich 252-year-old history and a long-standing track record of educating students who are prepared to make a bold impact locally, nationally and globally through liberal arts education. Our graduates are committed to making the world a better, healthier and more equitable place. Salem College is the nation’s only liberal arts college exclusively dedicated to developing the next generation of health leaders.

**Position Summary:**

Residence Life is responsible for providing a safe and nurturing living-learning environment for residential students.

**Essential Duties and Responsibilities:**

* Promoting activities through social media
* Assisting with lockouts
* Educating residents about housing procedures
* Covering office hours
* Staffing the Campus Care Hub
* Building community throughout the residential population
* Greet guests and ensure they have signed in properly
* Assist RA by notifying them of who is visiting in which room
* Manage equipment, product inventory, and check out

**Required Qualifications**

* Commitment to the mission of Residential Life
* Excellent customer service skills and professional work habits
* Demonstrated ability to communicate and partner with a diverse group of stakeholders
* Ability to work independently and take initiative
* Excellent oral and written communication skills
* Dependable and responsible
* Ability to act as a team member

**Physical Functions**

While performing the responsibilities of the **Residence Life Campus Assistant** the employee is required to sit for varying lengths of time; bend, squat, reach, lift, push, and pull up to 50 pounds to 70% of the time; regularly stand, walk, and kneel and regularly ascend/descend stairs; physically able to operate the equipment required to perform duties; ability to lift heavy objects, climb ladders, and work at heights; work in an indoor/outdoor environment subject to changing temperatures; Work environment involves some exposure to hazards or physical risks, which require following basic safety precautions; work may involve moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises, perceive sounds at normal speaking levels with or without correction, and receive detailed information through oral communication; express and exchange ideas by means of spoken word.

**Salem College is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, national origin, age, religion, disability status, sex, sexual orientation, gender identity, veteran status, pregnancy, or any other characteristic protected by law.**

*Print Name Employee Signature Date*