



- B. Submits administrative tasks assigned by supervisor on time, meeting deadlines.
- C. Assists with check-in and checkout paperwork, process and procedures at the residence halls.
- E. Assists the Summer Conference Residence Life Coordinator Team in maintaining rosters at each summer conference residence hall for each group.
- F. Assists the Summer Conference Residence Life Coordinator Team in maintaining security in the halls by conducting key/access card inventory as requested by the Summer Conference RLC Team.
- G. Assist in the opening and closing of the buildings at the beginning and end of the summer.
- H. Attends all mandatory staff trainings and meetings.
- I. Works at the front desk as needed and follows all front desk policies and procedures.
- K. Clocks in for every shift worked at the desk, sign daily log, and approve time upon completing shift.
- L. Maintains awareness of conference participants entering the building, where there is a front desk in operation.

**IV. Facilities Management Assistance**

- A. Serves as additional live-in person and responsible for assisting the Summer Conference Residence Life Coordinator Team in the upkeep of the building.
- B. Keeps the Summer Conference Residence Life Coordinator team informed of maintenance issues on the interior and exterior of building.

**V. On-Call Duty/Student Discipline**

- A. Completes all duty tasks while on-call during duty. The duty rotation starts at 5:00 p.m. until 8:00 a.m. Weekend duty will be determined by the Summer Conference Residence Life Coordinator team and applicable to the residence halls and camps and conferences. Rounds are twice per evening, 5:30 and 10:30 p.m. Lockouts and dead doors are part of on-call responsibilities.
- B. Responds to emergency situations quickly and make regular visual inspections of the condition of the facilities to communicate to the Summer Conference Residence Life Coordinator team, Assistant Director, or Maintenance Office.
- C. CAs are required to work during summer holidays when the residence halls are occupied.
- D. Acts based on training and always follow protocol when in doubt.
- E. Notifies the Summer Conference Residence Life Coordinator team of all issues.

