GENERAL STATEMENT
Summer Assistants in the Fisher-O’Hara-Grace (FOG) Graduate Complex are integral parts of the University's summer residence hall program as administered by the Office of Housing. FOG Summer Assistants assume responsibilities which underscore the important role of residential life in the educational experience of students at the University of Notre Dame.

A Summer Assistant has extensive contact with Notre Dame graduate students and serves as a liaison and resource person. Summer Assistants thus promote the integration of all aspects of campus life and assist in establishing a graduate complex environment which supports the University’s educational objectives.

Summer Assistants are regarded as role-models and University representatives. Therefore, they should always conduct themselves in an honest, conscientious, and professional manner. They are expected to support, enforce, and personally abide by all University and Office of Housing policies as outlined in du Lac, and to interpret them as necessary. Summer Residence Hall Staff members are expected to support and promote the Catholic mission of the University.

QUALIFICATIONS
- Senior or Fifth-Year student status required; Graduate student status preferred.
- Previous residence hall staff experience and/or student leadership training preferred.
- Preference will be given to candidates who are available for the entire summer (May 18 – August 10) work assignment. This includes the entire Summer Session and interim periods. Appointment is for the length of service as outlined in the agreement and may be adjusted through mutual consent.

SPECIFIC RESPONSIBILITIES

Community Building Responsibilities
1. Refer students, when necessary, to appropriate services within the University.
2. Confer regularly with the Rector about concerns for individuals.
3. Maintain availability/accessibility to University staff and residents. Maintain availability to residents beyond scheduled duty times.
4. Plan, promote, and execute two creative programs throughout the summer which meet the social needs of the community.
5. Share hosting responsibilities for the weekly Friday night Picnic, including menu planning, shopping, cooking, serving, and clean-up.

Administrative Responsibilities
1. Assist with insuring the safety and security of the FOG Complex and promoting an environment free of safety and health hazards.
2. Support the Rector in maintaining an environment conducive to study and/or community group living.
4. Actively participate in the FOG Complex on-call duty schedule as determined by the Rector.
5. Be regularly available in the Community Center Office as scheduled by the Rector.
7. Foster procedures of operation that encourage cooperation and a good working relationship between students and staff, especially Building Services and Maintenance.
8. Assist with other administrative duties as assigned by the Rector, including but not limited to: lockouts, mail distribution, Apartment Condition Reports, key inventories, etc.

Discipline Responsibilities
1. Interpret University and departmental policies and procedures to students and oversee enforcement in FOG Complex.
2. Assist students in developing personal responsibility for their actions and respect for the rights of others.
3. Work closely with the Rector on matters of conduct.
4. Properly prepare and follow through on disciplinary reports.

Staff Development Responsibilities
1. Participate in orientation and training for summer staff and participate in ongoing training.
2. Attend weekly staff meetings.

CONDITION OF EMPLOYMENT
Summer Assistants in Fisher-O’Hara-Grace are expected to be on campus and available for orientation and training as prescribed by the Office of Housing and the Rector. Summer Assistants are free to leave under the expectations outlined by the Rector. Summer Assistants must schedule and complete an exit appointment with the Rector to turn in keys and necessary reports upon conclusion of the summer.

The Summer Assistant position is intended to be a part-time, 25 hour per week position. The academic load of Summer Assistants shall not interfere with responsibilities as outlined above and should not exceed two courses for the summer. Only with the advance permission of the Office of Housing can additional courses be added, including Thesis or Dissertation credits. Any additional employment by Summer Assistants during their term of appointment must be approved in advance by the Office of Housing.

COMPENSATION
Summer Assistants are provided a semi-private apartment in the FOG Complex, $250 Flex Points, and an intermediate hourly rate of $8.05 for the length of the agreement.