



## Summer Conference Assistant (SCA)

**Duration of Employment:** May 15, 2026 - August 26, 2026

**Compensation:** \$16.94, waived room & board fees

### **Job Description:**

The Summer Conference Assistant (SCA) staff members share responsibility for the general administrative management of any residence halls utilized during the summer months, with a particular emphasis on maintaining a safe, secure, and well-managed residential environment. SCAs assist Area Coordinators and Residence Life staff in the successful coordination and oversight of New Student Orientation, conference groups, and summer residents. While the role shares some responsibilities with the Resident Assistant (RA) position, it functions independently as its own role and does not include programming responsibilities. Summer Conference Assistants are assigned specific operational and safety-related tasks, including arranging effective duty coverage, conducting regular building rounds, monitoring access control, and promptly addressing safety and security concerns. Additional responsibilities include preparing rooms for arrival, reporting maintenance and facilities issues that may pose safety risks, responding to resident needs, and supporting proper check-out and hall closure procedures. SCAs are expected to follow established emergency response protocols, communicate concerns to professional staff and campus partners as appropriate, and model strong customer service, situational awareness, and mindfulness in all interactions while upholding community standards and safety expectations.

### **Responsibilities:**

- Complete mandatory training prior to the start of formal employment.
- Support overall office and program operations by coordinating and completing essential on- and off-campus logistical tasks and errands.
- Coordinate the distribution, laundering, and maintenance of conference linens while ensuring accurate summer inventory tracking.
- Assist with check-in and check-out processes, group communications, and day-to-day interactions with Summer Conference groups.
- Maintain adequate duty and desk coverage to support summer occupancy, including the timely and efficient completion of required documentation such as incident reports, staff reports, and duty logs.
- Assist in the set up and closing of buildings as needed, including furniture inventory.
- Responsible for record keeping in reference to head counts, programs, and key inventory including distribution of supplies.
- Forward all pertinent records or program information to the Professional Staff/Area Coordinators.
- Complete health and fire safety inspections of all Summer groups present. This includes reporting maintenance, restricted items, security, and all other related concerns to the proper officials.
- Assume responsibility for all equipment, supplies, telephone, and resource materials issued to me to be used in conjunction with the position.
- Complete timesheets by the mandated due dates accurately.
- Enforce all University and Residence Life policies as stated in the student handbook and any other established policies, local, state, and federal laws.
- Support with early morning, late night, and weekend activities and duties for orientation, conferences, and other Summer groups.
- Work assigned shift(s) in designated location ensuring tasks are completed in a timely manner.
- Other tasks as assigned.

**Mandatory Dates:**

- New Student Orientation Overnight Sessions: June 11-12, 16-17, 23-24, 26-27
- New Student Orientation Overnight Sessions: July 8-9
- New Student Orientation (One-Day): July 15, August 21

**Qualifications:**

- Matriculated CCSU student (at the time of application, employment, and for the Fall 2026 semester)
- Minimum 2.3 gpa at the time of application
- Prior experience as a Residence Life student employee (e.g. Resident Assistant, Desk Attendant, Residence Life Assistant) or 1 semesters worth of Hall Council/IRC executive board membership.
- 1 professional reference from CCSU required; 2 professional references total preferred
- All candidates must successfully complete and pass a background check as a condition of employment
- Must attend a mandatory of 1 info session for the Summer Conference Assistant position.

