



Residential Life Housing Assistant

Job Description 2024-2025

Overview

The Residential Housing Assistants primary role is to assist Residential Life staff in educating current and incoming students about on campus living at Binghamton University. These staff members are trained in a variety of roles to support the inspections of student rooms for health and safety hazards, educate the student body on fire safety through various means, and promote the campus living experience. Residential Housing Assistants work closely with campus partners in addition to Residential Life Departmental staff to deliver accurate and timely assessments, address needs, and uphold University policies as they pertain to our residential buildings.

Job Description

General:

- Represent the Office of Residential Life in a way that reflects our value for responsibility, professionalism, and integrity at all times
- Conduct walk-throughs to assess building conditions, document and report needed repairs
- Maintain inventory of furniture, fixtures, and equipment by reporting needed repairs/replacements to appropriate staff and maintain digital records including green carts, gaming tables, and other resources
- Attend and participate in mandatory staff meetings as required for additional training and scheduling, which are held from 4pm - 5pm on the first Sunday of every month
- Support departmental efforts to educate students on fire safety and responsible community living
- Assist the department in preparing and conducting annual health and safety inspections
- Report policy violations and criminal activity to University Police Department and supervisor
- Participate in Admissions Open House days and Admitted Student Days, which typically take place during weekends
- Complete other departmental Housing tasks and responsibilities as assigned

Application Requirements

- Full-time undergraduate or graduate enrollment at Binghamton University
- Residing in on-campus housing for the full academic year of employment is preferred
- Cumulative GPA of 2.5 or higher preferred
- Availability that includes weekdays, nights, and weekends
- Proficiency working with Google Docs, Google Drive, and Google Calendar
- Previous customer service experience preferred
- Ability to stand and walk for extended periods of time required

Compensation & Term of Employment

- Hourly Pay: \$15.00
- Up to 10 hours per week while classes are in session
- Occasional hours over 10 per week may be available
- This position is for one academic year with opportunity for reappointment pending positive evaluation

If you anticipate a need for disability related accommodations or auxiliary aids to attend or participate, please contact reslifejobs@binghamton.edu. We ask that you provide us at least 3-5 days of advanced notice regarding your equal access needs.

Binghamton University is an affirmative action/equal opportunity employer.

Binghamton University Residential Life is committed to excellence in diversity and the creation of an inclusive learning and working environment. We encourage applicants of marginalized backgrounds to apply to this position. All qualified applicants will be considered for employment without regard to race, color, national origin, religion, sex, gender identity, gender expression, sexual orientation, age, ability status, veteran status, or any other protected characteristics applicable by law.