



# University Housing

APPALACHIAN STATE UNIVERSITY

## Night Assistant Position Description

2016-2017

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### Overview of Position

The Night Assistant (NA) is responsible for working in the Residence Halls between the hours of 11:30pm and 3:30am. Night Assistants strive to bring community awareness by making rounds of their buildings to ensure the living environment is safe and conducive to healthy social interaction and academic achievement. Night Assistants are hired for 1 of 6 areas on campus: Lovill/White/Cannon, APH/Hoey/East, Doughton/Summit/Cone, Mountaineer/App Heights/ The Living Learning Center, Bowie/Eggers/Coltrane/Gardner, or Newland/Justice/Belk/Frank. NAs report directly to area Night Assistant Supervisor (NAS).

### Responsibilities

The specific responsibilities of the Night Assistant are as follows:

- ✓ Work 2-4 night shifts per week in assigned campus area.
- ✓ Work a minimum of 4 weekend days per month (Friday and Saturday nights).
- ✓ Attend all Night Assistant trainings and monthly staff meetings.
- ✓ Work a minimum of one Football Door Duty shift during the fall semester.
- ✓ Actively confront students who fail to comply with University or Housing policies.
- ✓ Accurately and thoroughly document all violations of Appalachian State University and University Housing policies. Report violations of policy and submit information reports within two hours of incident completion.
- ✓ Establish positive, open relationships with fellow Night Assistant staff as well as University Housing staff.
- ✓ Maintain a professional attitude and manner while employed as a University employee.
- ✓ Maintain a high level of ethical standards.
- ✓ Know and abide by local, state and federal laws.
- ✓ Know and abide by the Appalachian State University *Code of Student Conduct* and University Housing policies and procedures as outlined in the *Residence Hall License Contract* and *University Housing Staff Manual*.
- ✓ Report to supervisor any incident in which you are documented for violation of campus policies or local / state / federal law.
- ✓ Complete other duties and functions as assigned by the GA for Residence Hall Safety and Security and Coordinator.

### Qualifications

- ✓ Successful completion of a background check, administered by University Housing.
- ✓ Maintain full-time enrollment (12 undergraduate credit hours) at Appalachian State University.
- ✓ Reside on-campus with University Housing.
- ✓ Maintain a cumulative and semester grade point average of 2.50 or above.
- ✓ Maintain good standing with the Office of Student Conduct.
- ✓ Comply with all other University Housing, Appalachian State University and UNC System Policies.

### Compensation

Night Assistants are paid at an hourly rate of \$8.00. NAs will not work more than 20 hours per week.