



Night Assistant Supervisor Position Description

2016-2017

Overview of Position

The Night Assistant Supervisor (NAS) is responsible for nightly shift supervision of Night Assistants in 1 of 3 areas of campus: (West: Newland, Gardner, Justice, Coltrane, Belk, Frank, Bowie, Eggers); (Mountain: LLC, App Heights, Mountaineer); (East: APH, East, Summit, Cone, Doughton, Hoey, Cannon, Lovill, White) between the hours of 11:30pm and 3:30am. The NAS will work approximately 15 hours a week between night shifts, scheduling and other duties as assigned. The NAS reports directly to the Graduate Assistant for Residence Hall Safety and Security.

Responsibilities

The specific responsibilities of the Night Assistant Supervisor are as follows:

- ✓ Work 2-4 night shifts per week supervising and assisting Night Assistants in 1 of 3 areas of campus.
- ✓ Fill in for Night Assistants who miss their assigned shift.
- ✓ Check in and out Night Assistant keys on a rotating schedule at the beginning and end of each shift.
- ✓ Plan and attend all Night Assistant trainings and monthly staff meetings.
- ✓ Create monthly schedules for Night Assistants.
- ✓ Schedule and attend bi-weekly thirty minute one on ones with the Graduate Assistant for Residence Hall Safety and Security.
- ✓ 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.
- ✓ Become familiar with and practice proper protocol for emergency response situations including appropriate use of the Crisis Reporting Protocol.
- ✓ Establish positive, open relationships with Night Assistant staff as well as University Housing staff.
- ✓ Complete staff evaluations for area Night Assistant during the fall and spring semester.
- ✓ 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.
- ✓ Report to supervisor any incidents in which Night Assistants have improperly handled a situation.
- ✓ 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 Assistant Supervisors are compensated with an hourly rate of \$8.50. The NAS can work no more than 20 hours per week.