



# Residential Life Area Assistants

*Position Description 2024-2025*

## Overview

Residential Life at Binghamton University is looking for students to provide primarily lock out assistance to students along with other duties as needed. This is a paid hourly position expecting 10 - 20 hours per week, Monday through Friday between the hours of 4:45 p.m. - 8:15 p.m. and weekends in two shifts between the hours of noon - 8 p.m.

## Job Description

The Area Assistant's core responsibilities are listed below. Responsibilities may look slightly different depending on the work site location. Those hired for this position will be assigned primary responsibilities in a single residential area with cross training/flexibility to assist as needed in any other residential area. Work site location will be determined by hiring managers at the time in which a job offer is made.

### *General:*

- Provide lock out services to students in assigned area
- Issue keys to students assigned to emergency spaces
- Provide general information and guidance to students on procedures for requesting room changes, submitting work orders, completing room condition report forms, etc.
- Post flyers and manage the hall bulletin boards
- Make deliveries from the Area Office
- Answer phone calls
- Provide assistance with building or area reservations
- Provide assistance with special projects and other area related tasks as needed
- Provide coverage to other area offices as needed
- Attend monthly training meetings
- Complete short- and long-term tasks as assigned by Residential Life professional staff
- Additional duties as assigned

## Application Requirements

- Full-time undergraduate or graduate enrollment at Binghamton University
- Cumulative GPA of 2.5 or higher preferred
- Proficiency working with Google Docs, Google Drive, and Google Calendar

## Compensation & Term of Employment

- Hourly Pay: \$15.00
- The official employment dates for this position are August to May of the appropriate academic year

If you anticipate a need for disability related accommodations or auxiliary aids to attend or participate, please contact [reslifejobs@binghamton.edu](mailto: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.*