

# SUMMER ASSISTANT

## *Position Description* 2026



The Housing and Residence Life program is committed to promoting a Welcoming, Inclusive, Safe and Engaging living and learning environment.

Summer Assistants (SAs) provide quality front-line customer service to Winona State University summer students and Camp & Conference Services guests; they assist the Area Coordinators (ACs) and the Assistant Director of Housing & Residence Life (ADRL) with customer service, crisis response, and administrative duties.

### POSITION REQUIREMENTS AND QUALIFICATIONS

#### Requirements:

- Be registered for at least 12 credits for fall, be in good academic standing with a minimum 2.5 cumulative GPA
- Limit academic coursework to no more than 3 credit hours per session, with supervisor approval
- Be available to work the entire summer (May 10 to August 14, 2026) unless approved for early release by the ADRL (for instance for HRL fall training)
- Be available to work on average 30 hours a week and maintain a flexible schedule. Summer Housing/Camp & Conference Services is a 24/7 operation throughout the summer, and Summer Assistants take turns working nights, weekends, and holidays
- Must be able to lift up to 40lbs occasionally
- Be in good conduct standing with the University at all times
- Successfully complete a criminal background check as required by Minnesota state law
- Complete all staff trainings as assigned by the ADRL
- Valid driver's license preferred

The specific responsibilities of a Summer Assistant (SA) include the following:

#### WELCOMING

- Exhibit genuine concern and interest for residents and Camp & Conference Services guests by being available, approachable, and accessible
- Prepare bulletin boards and door signs for summer residents and Camp & Conference Services guests as directed by the ADRL
- Check mailbox, emails, and hall website daily to ensure timely communication
- Develop a positive living/learning environment that supports both personal and academic success
- Complete all check-ins and check-outs from the Residence Halls, including administrative paperwork and key returns, in a positive and friendly manner
- Be a resource for students and guests: provide desk coverage, answer phones, check out equipment, complete data entry, sort mail, and other duties as assigned
- Assist in giving housing tours as needed. Maintain a positive and professional attitude while giving a housing tour to make families feel welcome and comfortable on our campus

#### INCLUSIVE

- Initiate contact with, get to know, and develop a positive relationship with students and guests in the Residence Halls
- Ensure that each resident and guest is respected and valued in our community by creating a culture of inclusion and positive respect

- Develop and cultivate an understanding of the various work styles, strengths, and personalities of your Summer Crew teammates to ensure a positive and effective staff team
- Be knowledgeable and informed about the residence life experience so all students feel welcome into our community

## SAFE

- Participate in RA-On-Duty rotation throughout the summer
- Provide overnight duty when Camp & Conference Services guests are staying on campus
- Perform and record routine safety and cleaning checks
- Ensure confidentiality of student and guest data and information by following departmental policies for maintaining and accessing student and guest data (electronic and physical documents/information)
- Communicate effectively with the ADRL/ACs, including all relevant information about actions or behaviors that may endanger students or others within the halls
- Use discretion when communicating needs and concerns of students and guests and maintain privacy
- Serve as a mediator for conflicts involving residents of the community
- Utilize strong problem-solving and crisis response skills
- Understand, explain, enforce, and abide by all policies and rules as specified in the Housing and Residence Life handbook, the WSU Student Code of Conduct, and the WSU General Catalog
- Report the facts about any disruptive incident or situation which may violate Residence Life or University policies
- Serve as a Campus Security Authority (CSA) as a mandatory reporter for WSU
- Complete all necessary documentation in a timely manner
- Report facilities and technology work requests in a timely manner
- Meet all expectations when driving a university vehicle
- Be aware of and communicate with Tour Coordinator any safety concerns noticed while giving a tour

## ENGAGING

- Represent Winona State University and the department of Housing and Residence Life in a professional manner
- Act as an initial support to students who are experiencing academic, personal, social or financial concerns and make referrals when necessary
- Attend and participate in staff meetings as directed by the ADRL
- Partner with other University departments and collaborators to connect residents to available resources on-campus
- Assist with opening and closing of the residence halls for summer housing
- Actively engage with prospective students and families during their housing tour to positively promote on-campus living
- Provide quality customer service to guests and families during their campus visit and refer them to Admissions and/or Housing Staff as needed
- Serve as a knowledgeable resource to conference participants, parents, and staff regarding services available within Camp & Conference Services, on the WSU campus, and within the Winona community

## BLACKOUT DATES

(for larger events where we need all staff to be present)

Additional blackout dates may be announced as our summer calendar is finalized:

- April orientation: Monday, April 20 – 5pm- 6pm
- May Training: May 11-15
- Sheehan Closing & East Lake Opening: May 29 – June 1
- Football Camp & Scrubs Camp: June 21 – 26
- East Lake Closing: July 31 – August 5

## COMPENSATION

- A single room in either East Lake
- A \$5,805 stipend for the 14 weeks of work and paid on a bi-weekly rotation in conjunction with the student payroll system

## 2026 APPLICATION PROCESS: IMPORTANT DATES

- Application Deadline: Friday, February 27 by 4:30pm
  - Application will be available on Handshake – find link at [www.winona.edu/studentemployment](http://www.winona.edu/studentemployment)
- Email notification requesting an interview: Monday, March 2
- Scheduled Interviews: Tuesday - Thursday, March 3-5
- Offers made: Friday, March 6 after 12pm via email

If you have any questions, please contact:

Ann Durley

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