



RESIDENTIAL LIFE

2025 One Summer Residence Hall Supervisor Position Description

University of Connecticut • Division of Student Life and Enrollment • Department of Residential Life

Phone: 860-486-2926 • Email: livingoncampus@uconn.edu • Website: www.reslife.uconn.edu

Position Summary

The One Summer Residence Hall Supervisor (OSS) is an “at will” student position. Appointments are made on a temporary basis. The OSS oversees specific conference groups, summer school residents, and directly assists with both groups’ event planning and execution. The OSS provides leadership to the One Summer Assistants to ensure that a high level of service and professionalism is maintained. Individual OSSs will be assigned specific tasks and responsibilities to enhance the One Summer program and to enhance the OSS’s professional growth and development. The work schedule is dependent on demand for hall facilities. Schedules will vary weekly and will include mandatory dates and shifts fluctuating in length based on check-in/check-out needs.

Position Qualifications

1. Candidates must demonstrate the ability to oversee and manage peers.
2. Candidates must possess a desire to interact positively with staff, summer school residents, conference guests, and conference coordinators/planners in a positive manner with a focus on service.
3. Candidates must have an understanding of and ability to work with a diverse population. This requirement includes an appreciation of and sensitivity to those of differing abilities, cultural backgrounds, ethnicities, gender, sex, sexual orientation, socio-economic standing, and spiritual beliefs.
4. Candidates must also have the ability to handle various questions/concerns from peer staff, summer residents, conference guests, and coordinators, and demonstrate initiative to ensure summer residents, conference guests, and staff needs are met.
5. Candidates must possess strong problem-solving skills and be able to make fast and accurate decisions in high pressure situations.
6. Candidates who are on university conduct probation at the time of application review are not eligible to interview. Candidates who were found responsible for two separate university conduct incidents in the current academic year are not eligible to interview. Candidates with a university conduct history who are otherwise eligible to interview will be subject to review. Candidates will be notified of their eligibility after final review.
7. At the time of application, candidates must be a current student at the University of Connecticut. A candidate must be considered a matriculating student by the University for either the summer or fall of 2025.
8. Candidates must have been a Storrs campus student for at least one semester at the time of employment start date.
9. OSSs must be in good academic standing (minimum 2.0 GPA) at the time of application and at the end of the spring 2025 semester.
10. Any candidates who were previously, or are currently, employed by the Department of Residential Life must be in good employment standing and remain in good employment standing through the position timeframe. This standing will be determined in consultation with the current or previous supervisor(s).
11. To be eligible for consideration, candidates must be available for the entire employment period (May 13, 2025– August 24, 2025). OSSs who will be S/RAs in the fall are excused from their summer contract when S/RA fall training begins.
12. Candidates must be available for an individual interview (scheduled in January or February)
13. Candidates must be able to lift a minimum of 25 pounds.
14. OSSs must have a valid Driver’s License and be able to operate a vehicle throughout the duration of the summer.
15. If hired, candidates must be willing to work up to 40 hours a week in addition to overnights (on-call). OSSs must also be available to work on weekends throughout the summer.
16. Previous management experience, residence hall experience, or other related customer service experience is strongly preferred.

Primary Responsibilities

1. Work multiple daytime duty shifts per week.
 - OSS daytime duty shifts occur daily from 8:00 am – 3:30 pm and 3:30 pm – 11:00 pm. During these shifts, the OSS carries a duty phone and may be contacted by any Hall Directors, conference coordinators, camp staff, One Summer staff, etc. During these shifts, the OSS is paid their hourly wage and is accessible and visible to our One Summer staff. Supervisors are expected to carry the duty phone and respond to calls throughout the entire shift.
Break periods are paid except for lunch breaks.
2. Work overnight duty shifts (approximately 25-30 instances from 11:00 pm – 8:00 am).
 - Duties include, but are not limited to: interacting with residents/conference guests, checking in with OSAs on duty across campus, documenting incidents as needed, etc.
3. Maintain accurate records of Summer School Students, Conferences, Youth and Academic Groups for billing and future reference and assist in gathering and communicating information from summer school and conference groups to all staff.

4. Provide oversight of building preparation and desk operations for One Summer Assistant staff. This includes preparing halls for conferences and summer school, which includes, but is not limited to creating bulletin boards, checking keys in the locks, and creating/posting signs. The OSS will work with OSA staff with summer school, conference and building preparations.
5. Oversee the check-in and check-out processes for summer residents/conference guests. This includes, but is not limited to: helping conference groups with distributing keys, collecting keys, arranging location set up, updating floor plans, being available for questions, etc.
6. Collaborate with professional staff to prepare for conferences and summer school housing. Collaboration includes obtaining information from Hall Directors and Conference Contacts, coordinating tours of conference area(s) as requested for upcoming groups, and being available to respond to Hall Directors and Conference Contacts.
7. Collaborate with professional staff for One Summer Assistant accountability and performance review processes.
8. Serve as a primary point of contact for One Summer Assistant, students, and summer guests in emergency or safety situations.
9. Address and report all issues related to safety, behavior, wellbeing, facilities and emergencies by following Residential Life and University protocols.
10. Support the One Summer desk operation (open 7:00 am – 11:00 pm daily) and be available to summer residents, hall directors, conference guests, and coordinators, answer phones, complete paperwork, check keys and floor plans, maintain cleanliness, oversee OSAs completion of tasks and other administrative tasks as assigned.
11. Lead by example with an unconditional positive and professional attitude.
12. Assist with check-outs of late stay spring residents and check-ins of Early Arrivals and Fall Check-In. Prepare halls for fall opening by assessing building wide facility needs and preparing all keys for opening.
13. Work with various software platforms.
14. Complete special projects as assigned. (Staff incentives, scheduling, form creation, key management and distribution, etc.)
15. All other duties as assigned.

Compensation

1. Housing will be provided at no cost for the 14-week employment. One Summer Supervisors will usually be assigned a single bedroom. This compensation applies to the 25-30 instances of overnight duties and scheduled meetings.
2. First year OSSs will be paid \$17.75 per hour. Returning OSSs will be paid a higher hourly rate.
3. The OSS must purchase a summer meal plan for the designated time established by Residential Life. This is typically from the start date of the position to through the 2nd week of August. The cost of the Monday-Friday meal plan will be paid for in its entirety during the time period of start date through the first week of August. This compensation also applies to the 25-30 instances of overnight duties and scheduled meetings.

Terms and Conditions of Employment

1. Successful candidates will be offered “at will” employment as an OSS for a 16-week time period. At-will employment means that the employer has the right to terminate an employee from the position at any time, with or without cause, and the employee has the same right to resign from the position at any time, with or without cause. The Department of Residential Life reserves the right to terminate this position and all compensation at any point based on failure to meet required performance standards.
 - If a returning OSS did not fulfill the terms and conditions of employment in previous summers, they may be ineligible to return to the role.
2. Candidates who receive an offer and who have accepted the offer by pre-determined dates that will be given based on candidate interview date, must apply for One Summer Housing via www.reslife.uconn.edu by April 14, 2025.
3. Grades will be checked at the conclusion of the semester(s) prior to the submission of the application and just prior to employment to determine eligibility. Inter-session and Summer Session(s) coursework will not be considered for the purposes of maintaining the required grade point averages.
4. All offers of employment are subject to a pre-employment criminal background check.
5. If hired the applicant must be able to complete a virtual on-boarding session of 3-4 hours by May 2, 2025.
6. The OSS must be available for frequent evening, weekend, and holiday work. This includes all major holidays in the summer.
 - A majority of conference group and summer school check-ins and check-outs will take place on weekends. OSSs must be available to work on weekends throughout the summer.
7. For returning OSSs, one course per summer session (excluding May Term) may be approved which includes online courses. Outside employment, including part-time employment or other commitments, is limited and only approved on a case-by-case basis after meeting with professional staff. Summer school enrollment, along with any other commitments outside of the OSS position, must be requested prior to employment. Professional staff will determine whether outside employment, summer classes, or other commitments (internships, lab work, student teaching, practice, etc.) will be approved. OSSs that are new to the position may not take classes or have any other outside commitments during the summer sessions unless approved by the Assistant Director.
8. It will not be possible to hold any position that will require the OSS to be away from campus for an extended period of time. The OSS job is a 35-40 hour per week position for the full 16-week contract period, and the weekly scheduled hours fluctuate to meet the needs of summer school and conference schedules.

9. The OSS must be available for the stipulated contract period as outlined in the appointment letter. The contract period is for a 16-week period. These dates include training periods, set up and breakdown of the residence halls, opening and closing of halls and applicable on-duty periods.
10. The OSS must reside in the assigned area during the entire **16-week contract period**. Professional staff will determine the specific responsibilities for the OSS considering the staff member's skills, abilities, and information gained during the interview process. Professional staff reserves the right to change the OSS's responsibilities as needed.
11. One Summer Supervisors may request up to 7 days off from the position for the summer. All days off must be approved in writing in advance by professional staff, and days off cannot be during high-volume periods as determined by the professional staff.
12. A staff member's behavior as a member of the University community will be periodically evaluated during their employment in keeping with the duties and responsibilities of the job description, *Responsibilities of Community Life: The Student Code*, the *On-Campus Housing Contract* and their behavior in accordance with ethical guidelines and departmental expectations. At any time, upon being hired a staff member's involvement in situations which demonstrate a lack of understanding of or willingness to abide by these terms, may affect the staff member's ability to remain in the position.

At the University, equal employment opportunity (EEO) means nondiscrimination in employment policies and practices. The University is committed to ensuring that individual employees and applicants are not excluded from participation in the employment process based on an individual's legally protected status which includes race, color, ethnicity, religious creed, age, sex (including pregnancy and sexual harassment), marital status, national origin, ancestry, sexual orientation, genetic information, physical or mental disabilities (including learning disabilities, intellectual disabilities, past/present history of a mental disorder), prior conviction of a crime (or similar characteristic), veteran status, status as a victim of domestic violence, workplace hazards to reproductive systems, gender identity or expression, or other factors which cannot lawfully be the basis for employment actions, unless there is a bona fide occupational qualification. 10/03/2022

[Affirmative Action & Equal Employment Opportunity, Policy Statement: | University Policies](#)