

CLRE Department Expectations and Operational Dates for SAs

Summer Assistants are held to a high standard of customer service and are expected to consistently uphold the duties of their position. This document outlines departmental expectations of the SA position. Additional expectations will be shared by your supervisor(s) during your in person training and throughout the Summer Academic terms.

Our core mission is **to build positive communities** that empower our students to grow and develop as they engage in unique challenges and possibilities throughout their undergraduate experience.

The Summer housing residential experience is facilitated through the support of SAs operating the CLRE main office in Amsterdam Hall office and four (4) neighborhood hubs in the Foggy Bottom Campus. Through the collective work of these support staff, Campus Living and Residential Education (CLRE) aims to prioritize summer interns' and summer residential students' experience and foster experiences focused on hospitality, safety, and security. This document is meant to supplement the SA Position Description and provide important dates SAs will utilize to guide their employment over the summer terms.

SELECTION AND RECRUITMENT INFORMATION

- Overall presentation of the Summer Assistant (SA) application, submitted resume, essay statements, and adherence to guidelines will be strongly considered.
- SAs for CLRE must be in good standing (academic, disciplinary, and financial) with the University throughout the application and selection process as well as throughout the term of their training and service.
- SAs may hold a separate part-time job and/or attend classes only if it does not interfere with the SA position. Other employment or any other external commitments must be limited to 15 hours/week, unless prior CLRE approval is obtained. SAs must inform CLRE of all outside employment or other external commitments initially through the application process and also prior to the start of the Summer program. SAs must maintain flexibility in their schedule throughout the Summer period.
- Summer Assistants selected to serve must disclose prior to the start of the Summer program their intent to hold a second on-campus position with a different GW office; SAs selected to serve another GW office may not exceed 39 total service hours between all positions in any pay week (Sunday to Saturday) and are responsible to adjust their schedule with that other GW office to meet this expectation.
- Summer Assistants (SAs) for CLRE will attend and fully participate in all scheduled sessions of Summer Assistant Training Retreat on April 22 - 23, 2023 and Summer Assistant Training on May 18 - 20, 2023.
- Overall Summer availability will be considered for applicants. Selected Summer Assistants (SAs) are knowingly accepting a Summer intensive service role. SAs must serve office hours within a predetermined shift, which includes weekends, night time, and/or holidays.

TERMS AND CONDITIONS

- SAs for CLRE position is a live-on position; staff must live in the resident hall to which they have been assigned by CLRE professional staff.
- Candidates are expected to serve through the conclusion of the Summer program which ends August 23, 2022. Commitments, such as being selected as an (Orientation Leader, Transition Assistant) will be considered and do not absolutely exclude a candidate from consideration. Full disclosure of all known, anticipated, or possible commitments is required at time of application and prior to the start of the Summer season.
- Grade point averages will be considered for applicants. Candidates must be in good academic standing throughout the application and selection process as well as throughout the term of their training and service. Those candidates who would be planning to take Summer classes should consider the demanding Summer Assistant commitment and how it could affect time spent on academics. SAs cannot register for classes that overlap with their assigned shift and scheduled office hours. Academic status will be verified prior to position offers being sent, re-checked at the start and end of Spring training, and again prior to the start of the Summer season and discussed with a candidate if needed.
- Disciplinary records of candidates will be considered during the application process and when necessary, will be discussed with candidates. In addition, candidates who violate University policy at any point after the time of application and throughout the service period may be withdrawn from consideration or removed from the position.
- This position is subject to a background check that includes: Criminal History Screening, Education/Degree/Certifications Verification, Social Security Number Trace, Sex Offender Registry Search, and Prior Employment Verification.

Shift Information: Weekly shifts are staffed daily from 9AM to 10PM **Hours may expand during large intern move in dates with shifts ranging from 9AM - 2AM.* All SAs will be expected to complete some late evening shifts on a rotating basis 9AM-12AM as well as weekend shifts.

Operational Dates: Operational dates are defined as any date the CLRE Summer Housing Office is open and SAs would be expected to work. Operational dates are aligned with the [GWU Academic Calendar](#) for 2023.

Summer Assistants Operational Dates 2023	
Operational Dates	Details
April 22, 2023 - April 23, 2023	SA Retreat and Welcome Days
May 25, 2023 - May 26, 2023	Summer Assistant Move In
May 18, 2023 - May 20, 2023	Mandatory SA Training
May 28, 2023	Start of Intern Arrivals and Move In

August 5, 2023	End of Intern Departures and Check Out
August 12, 2023	SAs without Fall 2023 housing assignments move out date
August 8, 2023 - August 9, 2023	SAs with Fall 2023 Housing Move In Dates
August 12, 2023 - August 23, 2023	Summer to Fall 2023 Move In for GW Students
August 23, 2023	SAs Last Day of Employment