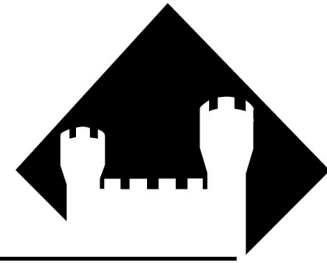


Night Assistant



EASTERN ILLINOIS UNIVERSITY™

Night Assistant Student Supervisor Position Description

Overview: The purpose of the student supervisor position is to assist the coordinator in ensuring the nightly operations of the night assistant program are run smoothly and effectively and provide a sense of security and safety to the residents of each residence hall. Duties include, but are not limited to, the following:

- 1) Working between 2-5 nights per week in a particular area of campus, performing outdoor security rounds, hourly radio checks, and responding in a timely manner to any calls made for assistance by a night assistant in the supervisor's assigned territory.
- 2) Checking in with each night assistant in a particular area several times per night and addressing both issues they do not feel comfortable handling and any issues regarding their meeting of the expectations set forth in the Night Assistant Job Description.
- 3) Notifying the coordinator of any issues that arise pertaining to the Night Assistants.
- 4) Arriving to work by 11PM each scheduled shift to fill any positions which may be vacant by telephone and When to Work, check in Night Assistants of each building, and complete any administrative/office work that is assigned by the coordinator.
- 5) Assisting the coordinator in hiring, training, advising, evaluation, and retention of Night Assistants.
- 6) Attending and assisting in monthly scheduling meetings throughout the semester(s), as well as regular supervisor and one-on-one meetings.
- 7) Providing on-site individual training for Night Assistants as needed in determination with the coordinator.
- 8) Assisting in providing (and keeping private) confidential collection of incident reports, criminal history forms as required by the university and the University Police Department.
- 9) Encouraging good working relationships with other night assistants, desk assistants, BSW staff, resident assistants, hall directors, and other members of the University Housing staff and the University Police Department.
- 10) Assisting in the collection of student time sheets at the end of each pay period.
- 11) Any other duties, both inside or outside the office, assigned by the coordinator to ensure that the program is effective and meeting the expectations set forth by the Office of University Housing and Dining.
- 12) Helping the coordination of the Fall project of Operation Lock Your Doors
- 13) Being flexible in job assignments and understanding the program as a whole to allow operations to continue to run smoothly
- 14) Bring something new and exciting to the program.

Any of these duties are subject to change based on the needs of the program at the discretion of the coordinator

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