

Student Activities Managers Conditions of Employment

ANTICIPATED for 2017-2018

Student Activities Managers (SAMs) are representatives of the Division of Student Affairs through the Office of Student Activities and Union Services. As such, they are representatives of SUNY New Paltz and expected to act accordingly at all times. The Student Activities Manager is expected to strive to accomplish the primary objectives of the Office of Student Activities and Union Services. To do so requires energy, good self-discipline, the ability to observe keenly and accurately, effective utilization of a broad spectrum of resources, knowledge to assist in performance on the job, and the ability to establish a good rapport with the students and other patrons of the Student Union. All responsibilities of the Student Activities Managers incorporate student personnel services and Student Union operations, and are carried out under the supervision and support of the Office of Student Activities and Union Services professional staff.

SAM Responsibilities

- Serve as the overseeing Manager of the Student Union during morning, evening, and weekend hours (outside of SAUS business hours)
- Return one to two weeks prior to first day of classes each semester for SAM Training (date announced before last day of classes in each semester for following semester); must participate in all scheduled workshops, events, and staff development activities
- Hold a minimum of 7.5 regularly scheduled duty hours per week
 - Wear staff shirt and nametag to each shift
 - Field questions of all sorts (from students, faculty, staff, and prospective students and their parents) over the phone and in person regarding event information, facilities use, and campus-wide directory information
 - Perform complete rounds of the Student Union as scheduled, and accurately record status in the Duty Log
 - Monitor events/meetings/programs taking place in the Student Union
 - Respond to last minute requests from customers regarding events
 - Unlock exterior doors and perform a building check on opening shifts
 - Ensure building is empty and secure by turning off all lights and locking all exterior doors on closing shifts
- Assist customers by providing SAM Tech and Event Support for designated programs in the Student Union; SAMs will work approximately 25 hours per semester, to be assigned as events are scheduled or as needed; SAMs will wear staff shirts and nametags to SAM Tech/Event Support shifts
- Provide event support for Welcome Week SAUS events and programs, as needed
- Assist with supervision and training of SAUS student employees in several areas, including:
 - Participate in SAM selection process, including interviews, advertisement, and promotion (Spring semester)
 - Participate in and help facilitate SAUS Student Worker Training sessions/retreats (1 per semester)
 - Appropriately address, report, and document concerns about SAUS Student Worker job performance
- Support all Student Activities programs and communities (Fraternities & Sororities, Emerging Leaders, Commuter Assistants, etc.)
- Complete all aspects of a Special Project area throughout the semester, and regularly report progress to staff and supervisor
- Attend weekly/bi-weekly individual meetings with immediate supervisor to discuss job-related concerns and performance; complete a Weekly Report reflecting on SAM responsibilities; participate in a performance evaluation with the immediate supervisor each semester
- Attend weekly SAM staff meetings on-time, prepared, and ready to contribute
- Attend annual Open Houses, Accepted Students Day, and various departmental events as needed
- Maintain a professional relationship with all campus departments
- Participate in the SAM Weekend Duty rotation, working 4-5 weekend shifts each semester; weekend duty shifts are a minimum of 11 scheduled hours on Fridays and Saturdays
- Hold and maintain appropriate SU keys and account for their location at all times; keys are issued at start of the semester of employment and must be returned immediately upon completion/termination; keys are to only be used for SAM duties; loss of keys must be reported to the Office of Student Activities within 24 hours, and the SAM will be billed for all costs associated from resulting lock changes and new keys
- Complete Information Reports to document situations or incidents in the Student Union
- Maintain confidentiality regarding customer/student staff/advisee information
- Act as a representative of the Office of Student Activities and Union Services, the Division of Student Affairs, and SUNY New Paltz at all times
- Other duties as assigned

Term of Contract

- These Conditions of Employment are effective beginning 8/20/17 and ending 5/20/18.
- SAMs must immediately notify the Assistant Director of any conditions or decisions that will impact ability of employment
- SAMs will have the opportunity to re-apply for the position each academic year
- Any violation of campus, local, state, or federal law will result in immediate termination of employment and billing for room rent
- As representatives of the Division of Student Affairs, SAMs are to uphold this in all personal and electronic interactions; failure to adhere to these expectations may result in the removal from the position
- Please note that any violation of these Conditions of Employment may result in termination of employment

Qualifications

Must be a full-time matriculated student at SUNY New Paltz; must have and maintain an overall 2.75 cumulative GPA; must live on campus during the employment period