Listed below are the conditions of your employment as a Freedom Apartments Student Assistant. Sign below to signify your acceptance of the position.

**Responsibilities:**
- Each Student Assistant will staff the office on a weekly basis as deemed appropriate for approximately 12-15 hours per week.
- Freedom Apartments does not close during University recesses.
- Student Assistants will staff the office on a rotating weekend schedule for approximately 12-15 hours each weekend.
- Duties include, but are not limited to, administrative and operational functions for the office, such as check-in and check-out procedures, proper reporting of apartment repairs, and other duties as assigned.
- Student Assistants will serve as a resource to residents when called upon.
- Student Assistants are required to attend all staff meetings, unless their absence is approved in advance by their direct supervisor or the Assistant Director.
- Student Assistants are required to attend all Staff Activities as indicated by the Staff Development Director, unless their absence is approved in advance.
- Student Assistants are required to participate in programming as described in the University Apartments Programming Manual.
- Student Assistants are expected to abide by the policies outlined in the Community Rights and Responsibilities, the Terms & Conditions of the University Residence Halls & Apartments License, the University Apartments Handbook, and the University Apartments Student Staff Handbook.
- In the event of a major emergency, student staff may be required to offer assistance on another University Apartments complex.

**Remuneration:**
- Remuneration for the Student Assistant Position will include a standard single room waiver, in a furnished apartment, (phone and cable hook-up included). A $500 stipend for the academic year will only be given to Student Assistants in their second year, or higher, as a Student Assistant.

**Qualifications**
- Full-time enrollment in a degree program for the duration of the position.
- Previous residential life experience is preferred, but not required.
- Understanding and appreciating the environmental factors that impact students living in a multicultural community is expected.
- A good work ethic, excellent communication skills, the ability to work as part of a team, and an understanding of the importance of ‘good customer service’ are essential.
- Student Assistants must have a cumulative GPA of 2.5 or better.
- Student Assistants must be in good judicial standing with the University at Albany.
- Persons filling these positions should plan to work approximately 15 hours per week. Positions begin approx. August 15, 2015 and end May 31, 2016.