



OFFICE OF RESIDENCE LIFE

RESIDENCE LIFE OVERNIGHT DUTY SUPERVISOR

Residence Life Overnight Duty Supervisors are current graduate interns for the Division of Student Affairs and Services who apply, and are selected for additional employment with the Office of Residence Life. Overnight Student Supervisors are responsible for the following:

- Providing duty coverage on selected nights as follows:

Academic semester	8:30 PM – 8:30 AM	as determined appropriate
Low occupancy (breaks & summer)	4:30 PM – 8:30 AM	as determined appropriate
- Conduct tours of residence halls, apartments, and suites paying special attention to potential safety concerns.
- Assist with providing supervisory support for evening desk coverage by assuring that staff members are performing expectations as directed.
- Assist with providing primary response to critical incidents occurring in all buildings and notifying appropriate University and Residence Life staff of concerns.
- Attend selected training and department meetings.
- Other duties as assigned. At times, a supervisor, department administrator, and/or University staff may request assignments outside the purview of this position description to assist with response to critical incidents or campus emergencies.

SUPERVISION PROVIDED BY:

The Director of Residence Life or his/her designee.

QUALIFICATIONS:

- Must be a current graduate intern with the Division of Student and University Affairs
- Must complete a mandatory training program prior to the start of coverage responsibilities

COMPENSATION:

- Housing costs are waived for the period of employment.

MINIMUM QUALIFICATIONS:

- Current employment as a graduate intern for the Division of Student and University Affairs