Student Desk Attendant Position Description

The Student Desk Attendant (SDA) position is viewed as a means of supporting one’s education. SDAs help provide a friendly and safe living environment for our residential communities through working at the front desk of a residence hall.

RESPONSIBILITIES: Desk Operations & Safety/Security

SDAs work to provide a safe and secure living environment in the residence hall. SDA responsibilities include, but are not limited to:

- Working the hall front desk on weekdays and weekends, as part of regularly scheduled shifts
- Enforcing residence hall policies and confronting/documenting individuals that violate these policies
- Responding to and assisting with crises, such as fire alarms, power outages, safety and maintenance concerns, and other emergencies. SDAs may also need to direct students to a safe area away from danger, depending on the situation
- Performing general administrative and safety duties, such as completing communication and key logs, checking in guests, submitting incident reports, and contacting live-in staff and authorities in serious situations
- Attending staff and one-on-one meetings, as needed or requested

SHIFT ASSIGNMENTS

- Depending on coverage needs, SDAs may be required to work Spring and/or Fall Break
- Depending on coverage needs, SDAs are expected to provide desk coverage during late night, overnight and/or early morning hours
- During busy periods, special events, or hall programming, SDAs may also be expected to work more than their normal assigned schedule. Such times include Opening & Move-In, Wolf Pack Welcome, and other major events

REQUIREMENTS & EXPECTATIONS

This position is REQUIRED to be available to work approximately 10-20 hours in their assigned building. Assigned shifts will be determined by the needs of the desk, employee class schedule, and preferred shifts (daytime/overnight).

- SDAs are required to be available up to 4 days prior to the Fall/Spring Opening of the halls and must attend all scheduled training sessions
- Selected SDAs must be available for training starting up to 1 week before Fall Opening
- Please indicate your preference for daytime (8 AM to 5 PM) or overnight (12 AM to 8 AM) shifts in your resume and/or cover letter
- SDAs who reside in the halls are expected to act in accordance with residence hall policies

QUALIFICATIONS

- Undergraduate applicants for the position of SDA must maintain a 2.0 or higher cumulative GPA and an average of 30 credit hours per year (15 per semester). Graduate applicants must meet the minimum requirements of a 3.0 cumulative grade point average and be enrolled in at least 6 graduate credit hours
- A cumulative GPA of 2.0 (undergraduate) and 3.0 (graduate) must be maintained throughout employment. Once employed, SDAs who earn a GPA below 2.0 (undergraduate) or 3.0 (graduate) for one semester will be placed on “academic job probation”; SDAs that earn GPAs below the requirement for two consecutive semesters, may be released from their position
- Before being hired, applicants must pass a background check

COMPENSATION

- The University of Nevada, Reno will compensate SDAs by paying them an hourly wage. The rate of pay will be established based in part on time worked in the position at a satisfactory performance level

To apply visit: https://www.unr.edu/housing/employment and select “Student Staff Member Applications”