

# COVID-19 Housing Assistant Position Description

The COVID-19 Housing Assistant provides an important function for implementing COVID-19 safety in the residence halls. Quarantine and isolation housing exist to mitigate the spread of COVID-19 by housing existing residents who have been directed to quarantine or isolate by Student Health and Counseling Services (SHCS). While in quarantine or isolation, students are provided a variety of services to ensure they can stay in quarantine or isolation.

COVID-19 Housing Assistants aid residents in quarantine and isolation in the residence halls. This position is newly created and temporary.

## Compensation and Hours

This position works no more than twenty (20) hours per week at \$14.00 per hour. Daily work hours are between 11:45am-1:00pm, and 4:30pm-7:30pm. (hours may vary).

## Employee Learning Outcomes

Student employees will be able to:

- Address needs of students in quarantine and isolation.
- Identify and report concerning behaviors.
- Demonstrate ability to critically think through a process and identify ways to make it as safe as possible.
- Utilize resources to solve problems related to the job/assist in job duties.
- Utilize personal protective equipment (PPE) and physical distancing strategies to create a safe working environment.

## Job Summary:

Under the general supervision of a University Housing Services staff member, the COVID-19 Housing Assistant has responsibility for:

- Picking-up and delivering meals from The Servery to students in quarantine and isolation housing.
- Take photos of meal delivery and submit photos to a designated location.
- Deliver groceries to students in quarantine and isolation, if ordered.
- Deliver packages and/or mail for students.
- Wear PPE and physically distance at all times when in public spaces.
- Disinfect and clean equipment after each use.

## **Qualifications:**

1. Must be in good disciplinary standing with University Housing Services and the University when appointed and for the duration of the employment period;
2. Must be in good academic standing (minimum cumulative GPA of 2.0 and for each semester while employed);
3. Must be enrolled in at least six (6) units each semester at CSU, Sacramento while employed.
4. Ability to work in a diverse environment with college students, staff, and faculty;
5. Self-motivated and able to work independently with nominal supervision;
6. Excellent communication, administrative, organizational, and customer service skills;
7. Ability to respond to safety and emergency situations;
8. Ability to maintain confidentiality;
9. Ability to work a flexible schedule, including evenings and weekends;

## **Preference:**

Hiring preference is given to those living on-campus at time of hire.