



AMERICAN INDIAN SERVICES

scholarships for Native Americans

Position Description

Position Title: AIS PREP Dormitory Assistant

Hourly Range: \$12-\$15/Hour (depending on experience and credentials)

Classification: Non-Exempt

Schedule: Monday-Friday; Monday-Thursday 5pm-10pm, Tuesday-Friday 6am-9am.

Role: Non-Supervisory

The mission of American Indian Services is to provide education to Native Americans in need through scholarships and programs while ensuring that their cultural values are preserved.

Summary of Work:

The American Indian Services (AIS) Pre-Freshman Engineering Program (PREP) Dormitory Assistant will be responsible for ensuring the safety of PREP students in the dorms during their stay in overnight programs. Dormitory Assistants will provide support for Site Coordinators as well as assist in mentoring students assigned during this six-week program.

Duties & Responsibilities:

- The Dormitory Assistant is assigned to a group of students and is responsible for that group for the duration of the program.
- Assist with daily operational procedures: check-ins, check-outs, damage assessment, room changes, lockouts, identify and report maintenance and safety concerns, etc.
- Ensure the safety and appropriate behavior of program participants.
- Inform and educate students about their rights and responsibilities as students, residence hall and university policies and procedures, and expectations of standards of conduct for PREP students.
- Attend staff meetings and/or planning sessions.
- Assist in preparation and execution of special PREP and supplemental evening activities.
- Assist in developing and coordinating evening activities.
- Serve as a "mentor" to students, encouraging the development of a commitment to educational achievement.
- Keep students informed of important dates and activities.
- Perform other duties as assigned by Site Coordinators.

Knowledge, Skills and Abilities:

- Knowledge about campus and community resources and function as a source of information is preferred, but not required.

- Ability to identify and mediate conflicts/difficulties.
- Ability to utilize effective verbal and written communication skills.
- Ability to maintain confidentiality of student records.
- Ability to assess student work according to general instructional standards.

Required Qualifications:

- Experience working in a dormitory hall setting for at least one academic year.
- Prior experience working with adolescents.
- Commitment and interest in assisting middle and high school students in their academic and personal growth.
- Completion of at least one year of college.
- Have at least a current 2.5 GPA or better.

Note: All positions at the American Indian Services (AIS) support a safe, healthy and drug-free work environment through background checks, AIS maintains a drug & smoke-free environment. This is a general outline of the essential functions of this position and shall not be construed as an all-inclusive description of all work requirements and responsibilities. The employee may be required to perform other job-related duties as requested by the designated work leader(s). All requirements are subject to change over time.

Employment at American Indian Services (AIS) is on an at-will basis, which means that your employment may be terminated by you or AIS at any time, for any reason or for no reason, with or without notice, and without any procedure or formality. The at-will nature of your employment is not affected by any of the guidelines of this Job Description and cannot be modified by any oral promise from any supervisor or by any other writing unless duly executed by the employee and the Chair of the Board of Directors. AIS reserves the right to change, replace, withdraw, or deviate from any of the guidelines contained in this Job Description without prior notice.

We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or handicap, sex, marital status, veteran status, sexual orientation, genetic information, arrest record, pregnancy or pregnancy-related related conditions, age (40 and over), or any other characteristic protected by applicable federal, state or local laws.

Employee Signature

Date

Printed Name