



Student Administrative Assistants (SAA) are members of the Housing & Residence Life Department at Western Connecticut State University. They are directly supervised by their respective ADHRL/RD. Student Administrative Assistants are responsible for two main tasks: assisting the ADHRL/RD with the administration of the building and its residents, and coordinating information desk services.

Desk duties include (with their supervising ADHRL) hiring and evaluating desk staff, training and creating and maintaining a desk schedule. Their other chief duty is completing administrative work as assigned by their supervising ADHRL/RD.

SAA's play an integral role in maintaining the security of the building. Some tasks will be confidential in nature and it is expected that they remain that way. Many administrative tasks will depend on the events that occur throughout the academic year and may be assigned through the Department of Housing & Residence Life.