

2019 Summer Assistant Area Coordinator Position Description

Hamline University Office of Residential Life

Position Description

The Summer Assistant Area Coordinator works closely with the Summer Conferences Area Coordinator, supervises the Summer Assistants, and helps manage all summer guests (both students and guests).

Position Responsibilities

- Maintain minimum 20 office hours in the Residential Life Office
- Coordinate linen delivery and pickup
- Coordinate 4 summer programs for summer residents
- Assist in the supervision of 6 Summer Assistants (SA)
 - Coordinate weekly staff meetings
- Assist in the organization schedule for room set up, cleaning, check ins & check outs
- Assist SAs with assembling packets for check in
- Assist SAs with key inventory for summer guests and residents
- Assist SAs in the check-in/check-out operations for summer guests & residents
- Assist SAs with turnover of rooms which include cleaning, damage assessment, linen pick up, and set up
- Participate in 24 hour SA duty rotation, which includes the July 4th weekend
 - Be the first contact person in the event of a guest concern or emergency.
 - Complete three sets of rounds and be visible in the buildings where conference guests and residents are staying during duty coverage
 - Fill out duty report completely and accurately by 12pm the day following duty assignment
 - Monitor the safe use of residence halls and report all problems immediately
- Other duties as assigned

Contract Dates and Responsibilities:

- Summer Assistants' contracts are effective May 20, 2019 at 5:00pm CST – August 19, 2019 5:00pm CST.
- Summer Assistant Training that will take place Monday, May 20th-Friday May 24th 8:am-5:00pm CST.
- 2 Convo hour training: (Tuesday May 7th and Tuesday May 14th).
- The Summer AAC will be allowed to move into their AAC room once the previous occupant has vacated.
- Summer AAC should plan to be on campus most of the summer. Vacation time must be approved with the summer by the AC.
- All outside commitments (work, second jobs, etc.) must be approved by supervisor.
- The Assistant Area Coordinator will receive compensation in a \$3000 stipend with \$1000 in DB

Requirements:

- Must have a GPA of 2.5 or above at the time of hiring
- Have excellent administrative skills
- Have an ability to complete tasks accurately and timely
- Have the ability to take direction and communicate effectively
- Have outstanding organizational and time management skills
- Available all summer including July 4th weekend
- Available to work 40 hours a week
- Thorough knowledge of campus and campus resources.
- Positive attitude.
- Team player, willing to pitch in whenever a job needs to be completed.
- Ability to work independently.
- Must maintain confidentiality.
- Summer Assistants must successfully pass the State and/or Federal background check
- Those with current housing placements and those planning to live on campus in the fall will be preferred, but is not required
- Applicant conduct history will be taken into consideration when making hiring decisions.

