

# 2019 Summer Assistant Position Description

## Hamline University Office of Residential Life

### Position Description

The Summer Assistant position works directly under the Summer Area Coordinator, providing professional customer service to both residents and summer conference guests, while maintaining the safety of the residence hall. This position has a live-in requirement.

### Position Responsibilities

- Maintain office hours at the summer conference desk(s) and the Residential Life Office (both daytime and evening hours)
- Assemble packets for check in
- Assist with key inventory for summer guests and residents
- Assist in the check-in/check-out operations for summer guests & residents
- Turnover of rooms which include cleaning, damage assessment, linen pick up, and set up
- Participate in 24 hour duty rotation, which includes the July 4<sup>th</sup> 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
- Attend the programs for summer residents coordinated by the summer Assistant Area Coordinator
- Staff special activities for conference groups if needed
- Attend weekly staff meetings
- 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).
- Students already living on campus can contact Nancy Klein (651-523-2061) to make housing arrangements between the end of spring semester and June 1<sup>st</sup>. Students not living on campus currently will need to commute to work until their housing placement is complete - this should be on or before June 1st.
- Summer Assistants should plan to be on campus all of the time. Vacation time must be approved with the summer AAC and AC.
- Participate in 24 hour SA duty rotation, which includes the July 4<sup>th</sup> weekend
  - Be the first contact person in the event of a guest concern or emergency.
  - Complete two 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

- All outside commitments (work, second jobs, etc.) must be approved by supervisor.
- Possibility of employment from August 11 - beginning of school based on need and availability.
- Other duties as assigned

### **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 4<sup>th</sup> weekend
- Available to work 30-40 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.

### **Compensation:**

- Summer Conference Staff will be paid a \$3000 summer stipend broken down to \$500 for May, \$1000 for June, \$1000 for July & \$500 for August.
- Housing is required and will be provided in either Manor Hall or the Hamline Apartments. Those who are placed in Manor Hall will receive a \$500 declining balance to compensate for the lack of kitchen space.
- A \$300 in declining balance will given at the beginning of June



