

Alverno College
Student Employee Job Description

Position Title: Summer Assistant

Date: Summer 2023

Department: Residence Life

Status: Student Employment

Reports To: Residence Hall Coordinator and
Housing Operations Assistant

Salary: Clare Summer Single Room

Primary Function: The Summer Assistant is responsible for the successful and continued operation of the residence halls used to house overnight conference guests and summer residents. Summer Assistants will work at the desk to accomplish tasks to prepare for room moves, conference guests, storage organization, and other things as assigned. They will also be responsible for maintaining a welcoming community for the summer residents.

Principal Responsibilities

1. Serve as a source of information about procedures, policies and services to summer residents and conference participants.
2. Work at the Residence Hall Desks for 10 hours per week -greeting guests in person and over the phone, answering guest questions, providing referrals, assisting late arrivals, tracking and distributing mail, implementing other desk policies and procedures, and completing tasks as assigned.
3. Provide “on–call” coverage for duty rounds and emergency response as scheduled. Each staff member will cover one weekday night (Sunday through Thursday) weekly and weekend nights as scheduled.
4. Complete rounds of the complex at 8 p.m., 10 p.m. and 12 a.m. when on duty and reporting any maintenance and discipline issues to the Residence Life office or appropriate personnel.
5. Host events for summer residents to develop community.
6. Completing guest check in/out process as assigned and assisting with room and property walkthroughs.
7. Serve as the first point of contact for lockouts, emergencies and urgent requests.
8. Complete additional responsibilities and tasks as assigned by the Residence Life Staff.
9. Consistently use any of the Alverno eight abilities whenever applicable (communication, analysis, problem solving, valuing, social interaction, developing a global perspective, effective citizenship, and aesthetic engagement) to perform work.
10. Comply with safety procedures and maintain clean and orderly work areas.
11. Perform other tasks as necessary to support the mission of the College.

Qualifications

1. Must be a currently registered Alverno student. Must meet Financial Aid Satisfactory Academic Progress requirements.
2. Student must be in good academic standing as defined by the College.

3. Must be available to work on weekends and after 7 p.m. on weekdays.
4. Must have excellent customer service skills.
5. Must have excellent communication skills and the ability to work with a diverse conference population.
6. Must have good problem solving skills

Working Conditions

General office environment

Notes

- Compensation: Summer Single, Clare Hall
- There will be training in early May.
- Term of employment is May 20th, 2023 – August 26, 2023.
- Click [HERE](#) to complete your application.