

Alverno College
Student Employee Job Description

Position Title: Summer Assistant

Date: Summer 2021

Department: Residence Life

Status: Student Employment

Reports To: Assistant Director of Residence Life

Salary: Hourly

<p>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 school students.</p>

Principal Responsibilities

1. Serve as a source of information about procedures, policies and services to summer residents and conference participants.
2. Provide “on–call” coverage for duty rounds as scheduled.
3. Staff assigned desk hours -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.
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. Completing guest check in/out process as assigned and assisting with room and property walkthroughs.
6. Serve as the first point of contact for lock-outs, emergencies and urgent requests.
7. Additional responsibilities as assigned by the Residence Life Staff.
8. 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.
9. Comply with safety procedures and maintain clean and orderly work areas.
10. 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: hourly pay, \$8 per hour.
- There will be a training in the first week of May.
- Must be available from May 15th, 2021 – August 22, 2021.
- Click [HERE](#) to complete your application.