

Position Description – Summer Assistant

The Summer Assistant provides services for conferences, camps, and summer school residents that are housed in Clemson University residence halls and apartments from May-August. This staff member will work in the Housing Summer Programs (HSP) office to assist the full time staff members and will report to the Summer Programs Coordinator. This staff member will play an integral part in the daily HSP operations and will be assigned a specific area of focus (i.e. Orientation, Summer School, Scheduling/Linens, West Campus Coordination, and East Campus Coordination). This staff member is required to live on campus during the summer and housing will be provided at no charge.

Responsibilities

- Be available to work variable hours in the Summer Programs Office and have the ability to move around campus to handle all functions for Summer Programs.
- Be available by cell phone 24/7 for on-call rotation to handle various campus issues such as lock-outs, check ins/check outs and staff issues (phone provided by department).
- Be available to be reached by cell and/or email for the duration of the summer for unexpected staff consultation, regardless of on-call schedule.
- Work directly with Summer Programs staff to coordinate all conference operations
- Supervise Conference Aides.
- Provide excellent customer service in-person and by phone.
- Answer HSP office phone, update rosters, assist with function room reservations, and scheduling staff hours.
- Assist Conference Aides and HSP staff with check-ins and check-outs.
- Attend weekly staff meetings and all training sessions.
- Assist all Housing staff, Camp Sponsors, and other offices that HSP works with in a timely manner.
- Assist Conference Aides with linen distribution, bed making, and building walk-throughs as needed.
- Become proficient in University Housing software programs such as StarRez, Picture Perfect, and Kronos that are necessary to perform all job functions.
- Become proficient in keyboxes and keybox audit system.
- Multi-task and prioritize functions to meet deadlines.
- Work independently and be primary point of contact in the Housing Summer Programs office.
- Work in a team environment.
- Assist with 2016 Fall Early Arrival building preparation and check-in and Building Inspections.
- Assist with other duties, as needed.
- Attend mandatory training, May 2-6, 2016.
- Be available to work from May 2-August 12, 2016 and perform all duties listed above.

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Requirements

- Summer Assistant must have worked with HSP as a Conference Aide for a minimum of one summer or Desk Supervisor/Night Manager for a minimum of two summers.
- Summer Assistant may not be enrolled in Summer School classes, may not be employed by another department or organization, and may not be involved in other activities that would limit availability.
- On-call rotation.
- Ability to work mornings, afternoons, evenings, and weekends and work up to 28 hours per week or more, as needed.
- Must be enrolled as a Clemson University student in spring 2016 semester.
- Must maintain a cumulative GPA of 2.25 at time of submission of application.
- Lived in University Housing for a minimum of one semester.
- Required to live on campus from May 8-August 7, 2016.
- Ability to maintain a friendly and welcoming demeanor at all times.
- Ability to learn all computer systems and keyboxes.
- Excellent communication skills and strong organizational skills.
- Valid driver's license.

Pay and Benefits

- \$12.00 per hour
- On-Campus Housing