The Night Manager is responsible for assisting with all functions of the Clemson University residence halls and apartments front desks by maintaining security within all buildings from midnight-6:00am daily. This position reports directly to a designated Conference Aide team.

Responsibilities

- Provide customer service and assist with additional duties that may arise both at the specific front desk assigned during the hours of midnight-6:00am.
- Monitor the entrance of the buildings assigned.
- Monitor the building/lobby environment ensuring security/cleanliness is maintained.
- Become proficient in Picture Perfect and set building door alarms in youth buildings.
- Make hourly rounds inside the buildings assigned and document all findings in the building logs.
- Maintain relationship with Student Patrol Officers and provide information as needed.
- Enforce Housing policies, including youth building curfew and youth building visitation policies.
- Provide excellent customer service in-person and by answering the front desk phone.
- Attend weekly staff meetings and all training sessions.
- Communicate regularly with all group and team staff.
- Communicate and provide assistance for any building or group issues that may arise in a timely manner, contact the appropriate staff and follow up as necessary.
- Become proficient in StarRez and Kronos that are necessary to perform all job functions.
- Become proficient in keyboxes and keybox audits.
- Multi-task and prioritize functions to meet deadlines. Assess situations and determine the action needed.
- Work in a team environment.
- Assist with 2016 Fall Early Arrival check-ins and Building Inspections.
- Assist with other duties, as needed.
- Attend mandatory training May 2-6, 2016 and begin work as early as May 6 or later depending upon staff assignments. Staff assignments will be provided in the Job Offer process.
- Be available to work from designated start date through August 12, 2016.

Requirements

- May be enrolled in Summer School classes as long as it does not conflict with job duties and shifts. May not be employed by another University department.
- Ability to work 6-hour shifts during the night, midnight-6:00am.
- Ability to work weekends and work up to 28 hours per week or more, as needed.
- Ability to make decisions and determine who to contact for assistance.
- Enrolled as a Clemson University student in spring 2016 semester.
- Maintain a cumulative GPA of 2.25 at time of submission of application.
- Lived in University Housing for a minimum of one semester.
- Ability to maintain a friendly and welcoming demeanor at all times.
- Ability to learn and use all computer systems.
Position Description – Summer Programs Night Manager

- Excellent communication skills and strong organizational skills.

Pay and Benefits

- $8.00 per hour
- On-Campus Housing, if needed