

## Position Description – Summer Programs Night Manager

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.

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- Excellent communication skills and strong organizational skills.

### Pay and Benefits

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