

Position Description – Summer Programs Night Manager

The Night Manager assists with all functions of the Clemson University residence halls and apartments front desks by ensuring the safety, security, and comfort of building guests. This position reports directly to a designated Conference Aide team. Summer housing and a meal plan will be provided to you at no charge.

Responsibilities

- Monitors the building entrance/lobby environment ensuring security/cleanliness is maintained.
- Makes hourly rounds inside the buildings assigned and document all findings in the building logs.
- Provides excellent customer service in-person and by answering the front desk phone.
- Attends mandatory weekly staff meetings and all training sessions.
- Communicates regularly with all group and team staff and work in a team environment.
- Communicates and helps with any building or group issues that may arise in a timely manner, contacts the appropriate staff and follows up as necessary.
- Multi-tasks and prioritizes functions to meet deadlines. Assesses situations to determine the appropriate course of action required.

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.
- Able to work 6-hour shifts and to work weekends.
- Able to work up to 28 hours per week or more, as required.
- Enrolled as a Clemson University student in spring 2019 semester.
- Maintain a cumulative GPA of 2.25 at time of submission of application.
- Must have lived in University Housing for a minimum of one semester.

Pay and Benefits

- \$8.00 per hour
- Summer housing and a meal plan will be provided to you at no charge