

Position Description – Summer Assistant

Purpose

In this position, you will provide services for conferences, camps, and summer school residents that are housed in Clemson University residence halls and apartments. You will be based in the Housing Summer Programs (HSP) office assisting full-time staff members and will report to the Summer Programs Coordinator. The Summer Assistants play an integral part in the daily HSP operations and are assigned a specific area of focus (i.e. Orientation, Summer School, West Campus Coordination, and East Campus Coordination). As a Summer Assistant, you are required to live on campus during the summer. Summer housing and a meal plan will be provided to you at no charge.

Responsibilities

- Provide the highest level of customer service and ethical decision making
- Work variable hours and be able to move around campus handling all functions for Summer Programs.
- Be available by cell phone 24/7 for on-call rotation to handle a variety of campus issues like lock-outs, check ins/check outs and staff issues (phone provided by department).
- Work on-call by cell and/or email for the duration of the summer for unexpected staff consultation, regardless of on-call schedule.
- Coordinate all conference operations and supervise conference aides in cooperation with Summer Programs full-time staff.
- Attend mandatory training sessions and staff meetings.
- Answer HSP office phone, update rosters, assist with function room reservations, and scheduling staff hours.
- Work in a team environment and assist with other duties, as needed.

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 and assist in an 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 2019 semester.
- Must maintain a cumulative GPA of 2.25 at time of submission of application.
- Required to live on campus from May 11 - August 11, 2019.
- Valid driver's license.

Pay and Benefits

- \$12.00 per hour
- Summer housing and a meal plan will be provided to you at no charge