

Position Description – Summer Programs Desk Supervisor

The Desk Supervisor is responsible for assisting with all functions of the Clemson University area desks by providing customer service to the conferences, camps, and Summer School residents that are housed in the buildings from May-August. This person staffs the area desks and is supervised by designated Conference Aides. On-campus summer housing and a meal plan will be provided to you at no charge.

Responsibilities

- Perform accurate check-in and check-out functions for groups and assist Conference Aide(s) with additional duties that may arise both at the area desk and at other locations.
- Assist Conference Aide(s) in preparing key/meal card packets, assist with key audit and building walk-throughs.
- Provide excellent customer service in-person and by answering the desk phone and attend weekly meetings.
- Communicate regularly with Conference Aides, Summer Assistants, and other staff and work in a team environment.
- Communicate and help with any building or group issues that may arise in a timely manner and log notes in StaRez.
- Become proficient with University housing software such as StarRez and Kronos that are necessary to perform all job duties and assist with other duties, as needed.
- Multi-task and prioritize functions to meet deadlines. Assess situations and determine the action needed.

Requirements

- May be enrolled in Summer Session if it does not conflict with job duties and shifts. May not be employed by another University department.
- Ability to work shifts that include these hours: 8:00am – 1:00pm, 1:00pm – 6:30pm and 6:30pm – 12:00am
- Ability to work weekends and work up to 40 hours per week or more, as needed.
- Enrolled as a Clemson University student in spring 2022 semester.
- Maintain a cumulative GPA of 2.25 at time of submission of application.

Pay and Benefits

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