

Position Description – Summer Programs Night Manager

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

Responsibilities

- Provides excellent customer service in-person and by answering the area 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 Session as long as it does not conflict with job duties and shifts. May not be employed by another University department.
- Able to work shifts from 12:00am – 8:00 am and to work weekends.
- Able to work up to 40 hours per week or more, as required.
- Enrolled as a Clemson University student in spring 2022 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
- On-campus summer housing and a meal plan will be provided to you at no charge