

# Area Desk Assistant

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 Summer Programs office assisting full-time staff members and will report to the Summer Programs Coordinator. The Summer Assistants play an integral part in the daily Summer Programs operations and are assigned a specific area of focus (e.g. Orientation, Summer School, West Campus Coordination, and East Campus Coordination, etc.). As a Summer Assistant, you are required to live on campus during the summer. On-campus summer housing and a meal plan will be provided to you at no charge.

## Position Responsibilities

- Manage key desk responsibilities such as: checking residents in/out of their assignments, providing temporary key/access, troubleshooting key issues, and auditing key boxes
- Provide accurate information in a courteous and helpful manner
- Maintain a positive and helpful environment while working cooperatively with other students and professional staff members
- Serve as a receptionist for the department: greet the public, answer phone calls, take messages, answer questions and emails, and refer students and visitors to appropriate staff members or other campus departments
- Perform clerical tasks: file, prepare of sending/receiving documents, make photocopies, fax, alphabetize, maintain database information
- Operate various computer programs, including: StarRez, Google Drive, Outlook, Canvas, CANVA, etc.... (training provided)
- Must respond to emergency situations with sense of urgency and moderate physical effort
- Communicate regularly with all group and team staff and work in a team environment
- Assume other duties as assigned

## Requirements

- For reasons of safety and security, must successfully pass a background check prior to the start of employment
- Must maintain confidentiality of sensitive information
- Must be enrolled (and current) at Clemson University as a Full-Time student (undergraduate) or enrolled in one of Clemson University’s Master’s Programs (graduate)
- Must be available to work days, nights, weekends, holidays, and/or breaks
- Must complete ALL group and individual training
- Must maintain a professional work environment
- Must be able to confront and respond to students that violate community guidelines
- Ability to understand and communicate effectively, both orally and in writing, and clearly explain Housing & Residence Life policies and procedures
- Ability to analyze complex situations and develop effective strategies to resolve issues
- Ability to take initiative and effectively plan, organize, coordinate, and perform required job functions in situations where numerous and competing demands exist
- Possess strong interpersonal communication skills and the ability to project a positive image and attitude towards Clemson Home and the University.

**Term of Employment**  
August 10, 2022, at 12:00 p.m., for staff development and training, through May 12, 2023 at 5:00pm, after released by supervisor.

**Pay & Benefits**  
Area Desk Assistants are paid between **\$8-\$10 per hour**.

**Work hours will be based on availability and class schedule and may vary during the year. Schedules will remain consistent week to week, with possible opportunities to add hours as coverage is needed.**

### Learn More



[clemson.edu/housing/work](https://clemson.edu/housing/work)

Application opens  
September 1, 2022

Reach out to  
[clemsonhome@clemson.edu](mailto:clemsonhome@clemson.edu)  
with any questions!