

Summer Programs Summer 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

- 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 (work phone provided by Summer Programs 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 weekly staff meetings.
- Answer Summer Programs 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

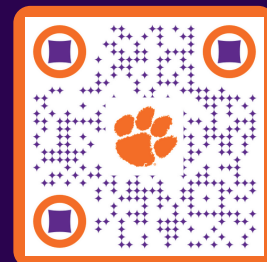
- Summer Assistants must have worked with Summer Programs for a minimum of one summer.
- Summer Assistants may not be enrolled in Summer Session, may not be employed by another department or organization, and may not be involved in other activities that would limit availability to assist in an on-call rotation.
- Ability to work mornings, afternoons, evenings, and weekends and work up to 40 hours per week or more, as needed.
- Must be enrolled as a Clemson University student in spring 2023 semester.
- Must maintain a cumulative GPA of 2.25 at time of submission of application.
- Required to live on campus from May 8 - August 20, 2023.
- Valid driver's license.

Term of Employment
Summer Programs student staff will be expected to work **May 8-August 20, 2023.**

Pay & Benefits
Summer Programs staff are paid hourly and provided with meal plans and housing for the full semester at no cost.

Pay	\$12/Hour
Meal Plan	Summer Unlimited
Housing	Summer On-Campus

Learn More



clemson.edu/housing/work

Application opens
September 1, 2022

Reach out to
clemsonhome@clemson.edu
with any questions!