The Operations Assistant provides services for summer operations in Clemson University residence halls and apartments. Operations Assistants will work in a team to assist with room-readiness inspections, building issues, and any customer services that may arise throughout the summer. This staff member is required to live on campus. Summer housing and a meal plan will be provided to you at no charge.

Position Responsibilities

- Able to work in a team setting or independently with minimal supervision.
- Available by cell phone 24/7 (phone provided by department).
- Complete room-readiness inspections and attend weekly staff meetings and all training sessions.
- Collaborate with assigned groups and other departments, as needed, to provide successful guest experience.
- Multi-task and prioritize functions to meet deadlines, work in a team environment and other duties, as needed.
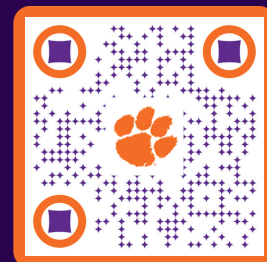
Requirements

- Operations 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.
- Ability to work mornings, afternoons, evenings, and/or weekends and work up to 40 hours per week.
- Must be able to lift 50 lbs.
- Must be enrolled as a Clemson University student in spring 2022 semester.
- Must maintain a cumulative GPA of 2.25 at time of submission of application.
- Lived in University Housing for a minimum of one semester.
- Required to live on campus from May 9-August 9, 2022.
- Valid driver's license.

Term of Employment
Summer Operations Assistants will be expected to work May - August, 2024.

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

Pay	$10/Hour
Meal Plan	Summer Unlimited
Housing	Summer On-Campus

Learn More

clemson.edu /housing/work

Application opens September 1, 2023

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

clemson.edu/housing/work

CLEMSON *home*