The Summer Assistant positions provide services for conferences, camps, and summer school residents housed in Clemson University residence halls and apartments from mid-May- mid-August. Summer Assistants facilitate each group’s check-in and check-out, resolve building issues, and address any customer service needs that may arise from a group’s arrival through departure. Summer Assistants are required to live on campus or within a 15-minute drive of campus. Summer housing and a meal plan are included.

**Responsibilities**

* Able to work in teams with the other Summer Assistants, providing support for all camps/conferences/individuals that visit and stay on campus.
* Available by cell phone 24/7 when on call (Phone provided by the department). On-Call rotation is for one week.
* Available to work office shifts in the Summer Programs Office.
* Attend weekly Staff Meetings and all training sessions.
* Complete room checks before and after groups check in and out and enter service requests.
* Assist with key packet prep, meal card prep, proxy programming,
* Set up and work designated check-in and check-out areas on campus.
* Demonstrate proficiency (after training) in StarRez, Genetec, When to Work, Kronos, AIM, and GroupMe.
* Collaborate with assigned groups and other departments, as needed, to provide a successful guest experience. (Including but not limited to Custodial, Maintenance, Aramark)
* Multi-task and prioritize functions to meet deadlines, work in a team environment, and follow directions with minimal supervision.

**Requirements**

* Can ONLY be enrolled in asynchronous classes.
* CAN NOT be employed by another department or organization and may not be involved in other activities that would limit availability.
* Available to work mornings, afternoons, evenings, and weekends and work up to 40 hours per week or more, as needed.
* Must be able to lift up to 50 lbs.
* Must be enrolled as a Clemson University student in the Spring semester prior to summer employment.
* Must have a cumulative GPA of 2.25 at the time of application submission.
* Have lived in University Housing for a minimum of one semester.
* Required to live on or within 15 minutes of campus from May-August. (Specific dates will be provided at the interview).
* Valid driver’s license.

**Pay and Benefits**

* $10.00 to $12.00 per hour