

POSITION DESCRIPTIONS

RESIDENT ASSISTANTS:

- 7 positions
- Training session
- Weekly staff meeting or one on one
- On duty rotation for the building from 7pm to 8am
- Housing in from May 16 - August 10

Responsibilities: Visibility in the building(s), duty rotation, perform on-call rotation, hourly rounds in the building when on duty, prepare buildings and rooms for students, check residents in & out of a building, collect keys, communication and enforcement of campus policies, lockouts, occupancy checks, room inventories, health/maintenance/ safety inspections, report any problems or maintenance concerns, maintain door tags, maintain bulletin boards, communication expectations with office of Residence Life and other duties as assigned. The hours are primarily evening, night and some weekend.

CONFERENCE STAFF:

- 7 positions
- 40 hours per week
- Training session
- Weekly staff meeting
- On call rotation for the campus from 8pm to 8am Monday through Thursday when camps are in session (approx 6 nights during summer)
- On call rotation for the campus from 8pm to 8am Friday through Sunday (approx 6 nights during summer)
- Must work 10hrs @ Bankers Conference Hospitality Center during the summer
- Housing in assigned residence hall from May 16 - August 10

Responsibilities: Prepare buildings and rooms for guests, be visible in the building during camps, perform on-call rotation, file weekly walkthroughs of the building, enforce campus policies, lockouts, report an problems or maintenance concerns, check residents in & out of buildings, collect keys, inspect rooms for damage at the end of each conference, count conference materials for vendors, maintain bulletin boards, and other duties as assigned including assisting other offices.

SUMMER CONFERENCE COORDINATOR/INTERM:

- 1 position
- 40 hours a week. Overtime maybe required at certain times
- Training session
- Weekly staff meeting
- Key room supervision
- On call rotation for the campus from 8pm to 8am Monday through Thursday when camps are in session (approx 6 nights during summer)
- On call rotation for the campus from 8pm to 8am Friday through Sunday (approx 6 nights during summer)
- Assist with summer conference operation
- Assist with hall preparation for fall semester
- Housing with housemates from May 16 - August 27

Responsibilities: Office intern/ key control: collect keys, inspect rooms for damage at the end of each conference, count conference materials for vendors, rotate duty for on call needs, act as a host for concerns & problems of guests, data entry for housing operations, room inspections for fall check-in, other duties as assigned including assisting other offices.

NEEDS & EXPECTATIONS

All staff positions and RA are expected to be available at all times based on their position description.

All staff must be ready to start work on May 17th .

All Summer RA's should be ready to start work on May 17th.

RA's & conference staff are needed until August 10th.

RA's & Conference staff must move out by 8/15.

To attend training session for RA & Conference staff position.

At times conference staff members may be expected to lend a hand with tasks in other offices or departments.

Staff may take unpaid time off. This will depend on the Summer Conference schedule.

Staff will not be allowed to store belongings and will be asked to take items home between breaks.