

Student Job Description

Department: Residential Life Location: Reamer 409

Supervisor's Name: Rachel Burgess-Essaff

Please indicate hours/shifts available: Mondays through Fridays, 8:30 a.m. to 5:00 p.m.

Rate of Pay: minimum wage

Purpose/Role of the Position(s) within the Department: These positions in the Residential Life office provide the first point of contact for our students, parents and campus community. Work study students will cover the front office to answer the phone and greet visitors. Throughout each term work study students will also help the Residential Life professional staff complete administrative tasks and creative projects for the office. Each student's work schedule is based solely on academic course schedules to ensure full office coverage Mondays through Fridays from 8:30 a.m. to 5:00 p.m.

Qualifications for the Position:

- Friendly and positive personality - our work study students represent Residential Life
- Good verbal and written communication skills - our work study students speak to individuals on the phone, in person and sometime respond to department emails
- Able to multitask, there may be times when a student is providing office and telephone coverage and there are additional tasks to complete at the same time
- Willingness to learn how to use department computer programs and office equipment, including printers, laminator, dye-cut machine and etc.