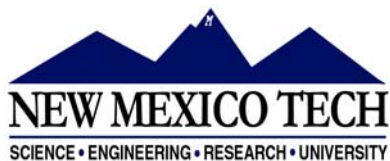


Posted: February 28, 2018



POSITION ANNOUNCEMENT

TITLE: SUMMER INTERN

DEPT: RESIDENTIAL LIFE

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE: \$800 biweekly

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

INTERNAL POSTING THROUGH: March 8, 2018* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB DUTIES:

Supervise day to day activities of summer conference staff, including linen distribution, check ins, and check outs/ Assist with scheduling, planning, and will offer logistical support for conference groups staying on campus and utilizing institutional facilities. Confirm appropriate information and materials are distributed to group attendees. Assist in coordinating with the custodial staff in preparing for new groups. Assis in ensuring all facilities are properly prepared for scheduled use as requested. Attend and positively contribute to conference staff meetings. Willing to perform other administrative duties as is appropriate for the conference program's success. Must live on campus.

REQUIRED QUALIFICATIONS:

Read and comprehend instructions, write information and complete simple forms. High (or GED) level ability in spelling, grammar, basic composition, and math. Must be a current college student working as a summer intern to assist with summer conference and residential life in order to earn experience toward degree or college graduate at time of employment.