Position Description

Position Title: Summer Housing Staff
Department: Student Housing
Position Code: G0447
Date Prepared: 5/6/13
FLSA Status: ☐ Exempt ☒ Non-Exempt

Full Time: Yes ☐ No ☒

JOB SUMMARY:
The summer housing staff will be responsible for maintaining and rearranging living quarters to meet the needs of students and campers that will be living on campus during the summer months.

ESSENTIAL JOB FUNCTIONS:
The employee in this position will have the following essential job functions:

- Heavy lifting and arranging of bunk beds, dorm furniture, etc.
- Cleaning
- Ability to think logically and make arrangements that best meet the needs of students and guests on campus
- Must be flexible and adapt to necessary changes that will take place
- Must be available to work evenings and weekends throughout the months of May, June, July and August
- Must be able to work well with others as part of a team

Performs other duties as may be assigned by supervisor.

EDUCATION:
The person in this position is not required to have formal education beyond high school, but any higher level education would be preferred.

EXPERIENCE:
The person in this position will not need to have any previous experience as a summer staff member. However, any job experience requiring heavy lifting and moving of furniture would be beneficial.

SUPERVISION:
The person in this position will supervise no one.

The person in this position will report to the Summer Staff Supervisor.
WORK ENVIRONMENT:
The person in this position will work inside and outside in a fun team environment. The person in this position will be moving from room to room, moving furniture, and completing other tasks in various buildings on campus.