

**Santa Clara University
Housing Office**

Student Position Description

- POSITION:** Summer School Community Assistant
- REPORTS TO:** Central Operations and Special Assignments Manager
- DESCRIPTION:** The summer community assistants are collectively responsible for all undergraduate summer school residents (approximately 100 students total). These responsibilities include but are not limited to: resident check-ins and check-outs, maintenance requests, enforcing the Student Conduct Code, minimal programming, as well as general administration of University Residence Hall procedures. Also responsible for assisting with the athlete check-ins and hall preparation in other halls.
- REQUIREMENTS:** Live in Summer School residence hall from approximately June 14th – September 20th (room will be provided in the Swig)
Well developed interpersonal skills are necessary.
Must have worked during the academic year or work for the Offices of Housing and Residence Life during the summer 2008.
Knowledge of residence halls and campus resources.
Basic Computer skills required.
Ability to process detailed information in a timely manner.
Well developed interpersonal skills.
Ability to work well under pressure.
Willingness to perform duties that require physical activity.
Be in good conduct standing with the University.
- COMPENSATION:** Accommodations in summer school residence hall from approximately June 14th – September 20th and \$1,000 in wages.
- START DATE:** June 14th, 2008

**Santa Clara University
Housing Office**

Student Position Description

POSITION: Summer and/or School Year HRL Student Office Assistant

REPORTS TO: Central Operations and Special Assignments Manager

DESCRIPTION: The HRL Office student assistants provide support to all central staff which includes administrative and facility related tasks. The position includes building preparation and performing routine record keeping duties relating to housing assignments and meal plans. This includes completion of appropriate forms, computer data entry, calling and meeting with students regarding general housing questions, and assisting with residence hall projects, room selection and assignment, and delivery of supplies and set ups as requested. Additionally, student assistants provide support with preparation of housing mailings to new and returning students. Coverage of the front desk will be expected during times of high traffic as well as filing, receptionist duties, and other tasks as assigned.

QUALIFICATIONS: Knowledge of residence halls and campus resources.
Basic Computer skills required.
Ability to process detailed information in a timely manner.
Well developed interpersonal skills.
Ability to work well under pressure.
Summer availability (room will be provided in the Swig)
Willingness to perform duties that require physical activity.
Be in good conduct standing with the University.

HOURS: Summer: Full-time, 40 hrs. a week, although flexible if combined with another Housing position or summer school classes.

School Year: 10-20 hrs. a week.

CLASSIFICATION: Summer: Student Assistant II
School Year: Student Assistant I

COMPENSATION: Summer: Accommodations in summer school residence hall from approximately 6/14-9/20 and an hourly wage based on experience
School Year: hourly wage based on experience

START DATE: Summer: June 14th, 2008
Training hours prior to May 31st possible
Limited hours prior to June 14th possible
School Year: September 20, 2008