



## HOUSING & CONFERENCE SERVICES OFFICE

**STUDENT POSITION:** Business Services Specialist

**REPORTS TO:** Senior Administrative Assistant – Housing Office

**DESCRIPTION:** The Business Service Specialist (BSS) position is a front desk position within the Offices of Housing & Residence Life (HRL) that supports the staff within the offices as well as students, parents, faculty, and staff. This position provides opportunities for students to create a welcoming environment for everyone that interacts and engages with the office. BSS's need to approach tasks as critical thinkers, creative problem solvers, and responsible leaders. Other BSS responsibilities include assisting with lockouts, completing computer data entry tasks, responding to questions regarding housing processes, connecting students and parents to resources on campus, speaking confidently & comfortably, and collaborating with other HRL staff.

**QUALIFICATIONS:**

- Preferred knowledge of residence halls and campus resources
- Basic computer skills required
- Ability to process detailed information in a timely manner
- Well-developed interpersonal skills, including the ability to articulate Housing information with patience, understanding, and confidence
- Ability to work well under pressure and demonstrate flexibility when unanticipated issues arise
- Be in good conduct standing with the University

**HOURS:** Summer 2022 academic year: 10-15 hours per week

**COMPENSATION:** Hourly compensation rate: **\$16.40 per hour**  
*Summer 2022 housing accommodation - double occupancy in Casa Italiana*