



JOHN CARROLL UNIVERSITY
RESIDENCELIFE
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LEAD SUMMER (Conference) ASSISTANT JOB DESCRIPTION

Start Date: May 8, 2017 (after Finals completed)

(Possible Duty Dates to Volunteer for in Advance, May 5, 6, and 7)

End Date: August 25, 2017

General Expectations: These two Lead Summer Assistant positions will rotate on an on-call basis to reduce the amount of response for the Summer Conference Area Coordinator, in addition, they will lead the daily tasks for the Summer Assistants, Manage Linen Inventory, Conduct Quality Checks of Room Preparation, and manage Check In-Check Out. Live on position required.

Reports to Assistant Director of Residence Life and Summer Area Coordinator for Camps and Conferences

Summer Conference Responsibilities

- Attend a Weekend Training Session on Sunday, May 7, 2017
- Perform check-in and check-out procedures for conference guests
- Set and remove linens from rooms for guests
- Make beds within residence hall rooms
- Work with on-site Conference Coordinators for last minute needs and concerns
- Prepare, distribute, collect, and inventory keys/temporary cards for each conference group
- Inspect rooms and common areas for cleanliness and submit work orders for maintenance/cleaning issues
- Provide desk service for conference groups when needed
- Provide overnight, on-site coverage in halls for conference groups (8:00 PM – 8:30 AM)
- Assist with inventory, measuring, and reorganizing of storage areas
- Other duties as assigned

Office of Residence Life Responsibilities

- Assist the Assistant Director with key inventories for conferences and fall term
- On a rotational basis (approximately 1-2 days a week), work from 8:30 AM to 5:00 PM at the Res. Life Office desk
- Answer telephone calls/emails for Residence Life
- Assist with data entry projects, filing, and damage billing
- Run errands to copy center, business office, etc.
- Prepare mailings
- Sit duty in the Hall Office from 8 PM – 12 AM (which includes sleeping in the building until 8:30am) as needed for conferences or other office events
- Other duties as assigned

Qualifications:

- A positive attitude and a flexible demeanor
- Previous summer conference experience preferred
- A strong customer service orientation
- Dedication to the JCU community
- Strong attention to detail
- Ability to perform light to medium manual labor
- Enrolled as JCU student for Fall 2017
- Sense of humor and desire to have fun

Remuneration:

The Lead Summer Assistant position receives a \$4,137.00 stipend in addition to a shared room (single room if possible) in Campion Hall, internet service, and cable.

Position Expectations:

Lead Summer Assistant staff members run daily meetings with Summer Assistants and Summer Area Coordinator for Camps and Conferences to make sure that all tasks are completed or their progress is updated and evaluated.

Lead Summer Assistants work approximately 35 hours per week (including evening/weekend duty shifts) – some weeks may be more and other weeks may be less depending on conference and summer housing schedules and needs. Hours may include weekend conference work.

All Conference Crew members will receive 5 days off with permission of their supervisor.

Vacation days may not be taken May 8-May 26, June 12-30, July 1-2, July 12-15 or August 11-25.

CONFERENCE CREW MEMBERS ARE NOT PERMITTED TO TAKE CLASSES DURING THE SUMMER UNLESS THEY ARE IN THE EVENINGS.

Additional employment (on or off campus) must be discussed with the Assistant Director prior to accepting a position but is generally not permitted at this student leader level.