



UNIVERSITY OF WISCONSIN - LA CROSSE
OFFICE OF RESIDENCE LIFE
SUMMER 2010 JOB DESCRIPTIONS

** Note: While every effort will be undertaken to provide full-time employment, the nature of all summer positions is such that this may not always be possible.*

CONFERENCE ASSISTANT (CA):

Conference Assistants are responsible for facilitating a positive, customer service oriented experience for the camp and conference participants. Preference for hiring will be given to people who are not taking classes during the summer and who can complete the whole term of employment May 17th to August 29th. Must be able to lift 50 lbs.

Specific responsibilities:

- Check-in/check-out of camps
- Preparation of keys
- Front desk and building duties
- Linen distribution/collection
- Clean and make up rooms prior to and after camps
- Serve as building duty coverage in buildings where camps are staying. This requirement also means there is sometimes a limit on what days you can take away over the summer.
- Assist Housekeepers and Work Crew with cleaning and facilities projects as needed.
- Any other tasks designated by supervisor

* There is frequent lifting and stair climbing involved in camp preparation.

Remuneration:

- \$8.25/hour. Students who have worked for ORL in past summers will receive an extra .25/hour per year of service
- Duty is paid on a half-time basis. Each night on duty is the equivalent of five hours of pay.
- Free on-campus double-occupancy room with air conditioning.
(CA's are required to live on-campus)

SUMMER SCHOOL RESIDENT ASSISTANT (RA):

The Summer School RA is there to help with the personal and academic concerns of students living in the Summer School Hall as well as provide customer service to conference guests. Position runs from May 17th to August 15th.

Prior RA/DC experience preferred.

Specific responsibilities:

- Check-in/check-out of residents and camps
- Preparation of keys
- Front desk and building duties
- Provide programs and activities for summer school residents and ORL summer staff
- Facilities and maintenance projects
- Provide Duty Coverage for building
- Linen distribution/collection
- Clean and make up rooms

- Other tasks as determined by Hall Director

Remuneration:

- \$8.00/hour. Students who have worked for ORL in past summers will receive an extra .25/hour per year of service.
- Duty is paid on a half-time basis. Each night on duty is the equivalent of five hours of pay.
- \$300 food and programming stipend.
- Free on-campus housing with air conditioning (**Summer School RA's are required to live on-campus**)

ASSISTANT HOUSEKEEPER (AHK):

The Assistant Housekeeper works with a specific Housekeeper to deep clean the residence halls and maintain day to day cleanliness of the halls while summer camps are in session. Position runs from May 17th to August 20th. ***Must be able to lift a minimum of 50 lbs.**

Specific Responsibilities:

- Clean and dust everything in student rooms and public areas--lights, closet shelves, bookcases, windows, mirrors, refrigerators, furniture, appliances, bed frames, carpets, hard floors, etc.
- Scrub and wax room floors – running floor scrub machine, wet/dry vacuuming, and wet mopping floor
- Extract carpets
- Empty and wash wastebaskets
- Wash all walls in rooms and hallways
- Replace burned out light bulbs, as needed
- Clean all bathrooms and showers - if hall is being used for camps, bathrooms will be cleaned daily

*Note: There is a lot of moving and lifting of furniture

Remuneration:

- \$9.00/hour. Students who have worked for ORL in past summers will receive an extra .25/hour per year of service.
- Free on-campus double-occupancy room with air conditioning. Assistant Housekeepers may live on-campus or off-campus.

FACILITY SPECIALIST ASSISTANT:

The Facilities Specialist Assistant works with the Facilities Specialist in a preventative maintenance capacity. Duties include minor electrical work, maintenance of equipment, installation of air conditioners, removal of light fixtures, vacuuming of room and bathroom vent units, and other assignments as deemed necessary. Previous maintenance experience helpful, but not necessary. Position runs from May 17th to August 27th. ***Must have a driver's license, be able to lift a minimum of 50 lbs. and be able to work with little to moderate supervision.**

Specific Responsibilities:

- Help maintenance personnel with removing/installation of lights, air conditioners, and other appliances
- Assist Facility Specialist with maintenance repairs (electrical, plumbing, custodial equipment)
- Clean smoke alarms, maintenance rooms, equipment, ducts, louvers, vents, and grills
- Other duties as assigned

Remuneration:

- \$9.00/hour. Students who have worked for ORL in past summers will receive an extra .25/hour per year of service.
- Free on-campus double-occupancy room with air conditioning. Facility Specialist Assistants may live on-campus or off-campus.

WORK CREW:

The Work Crew has three primary responsibilities: deep cleaning halls, moving furnishings/equipment, and painting. Work crew members will shift between duties as deemed necessary by their supervisor. Position runs from May 17th to August 20th. ***Must be able to lift a minimum of 50 lbs and work with little to moderate supervision.**

Deep Clean duties includes:

- 1) Cleaning rooms and public areas in or outside various halls

Moving Furnishings/Equipment duties includes:

- 1) Moving of furnishings/equipment/supplies between halls, within the hall, to/from Physical Plant and unloading trucks

Painting duties include:

- 1) Inspection of all student rooms and public areas and patching/painting as needed
- 2) Any other assignments given to the Work Crew by the Supervisor and/or Office of Residence Life.

Remuneration:

- \$9.00/hour. Work Crew Leader receives additional pay. Students who have worked for ORL in past summers will receive an extra .25/hour per year of service.
- Free on-campus double-occupancy room with air conditioning. Work Crew may live on-campus or off-campus.