Position Summary
Summer Assistants are a vital component of Residence Life Conference Operations. Each summer the residence halls at UWL host thousands of guests. Summer Assistants handle a wide range of tasks all centered on providing radical hospitality to all of our conference participants, campers, and summer students. Primary job responsibilities include linen distribution, cleaning and preparing residence hall rooms for guests, overseeing group check-ins and check-outs, working desk shifts, and participating in a duty rotation. The Summer Assistant works alongside other residence life student and professional staff under the direction of the Coordinator for High Impact Practices and Conferences.

Specific duties
• Participate in training and work during the week following the end of the academic spring semester.
• Attend daily meetings with supervisors to discuss incoming groups and their specific requirements.
• Maintain a professional manner and positive attitude while serving as a University employee and representative of the Office of Residence Life both on and off campus.
• Complete daily work assignments.
• Work with a team in preparing the residence halls for each conference arrival and departure.
• Clean and prepare resident rooms for conference guests by stripping beds, changing linens, delivering guest room amenities and general cleaning.
• Perform necessary maintenance in the resident rooms such as testing smoke detectors, changing lights and reporting maintenance problems.
• Collect and process lost and found articles from conference groups.
• Deliver and remove refrigerators, fans and extra beds to/from conference rooms as needed. Note: items that are hand-delivered are no more than 50 pounds.
• Weekly loading and unloading of the linen truck. Deliver bulk linen supplies to the storage rooms in Eagle and Reuter Hall.
• Keep counts of dirty linens and linen deliveries for reporting and billing purposes.
• Be available to work early mornings, evenings, weekends, long and irregular hours and be "on call" working front desk for guest services in Eagle and Reuter Hall.
• Assist in covering the reception desk at the Office of Residence Life.
• Serve in a duty for emergency response for specific conferences.
• Potentially provide focused leadership for an assigned area of specialty (scheduling, desk operations, linen management).
• Any other duties requested by the Coordinator for High Impact Practices and Conferences, or other Residence Life staff.

General qualifications and eligibility
• Be available to work from May 18, 2020 through August 22, 2020*. Fall 2020 residence hall staff will be released early for training. Schedule is subject to change due to specific conference itineraries.
• Be an enrolled student at a UW System school
• Be in good conduct standing at UWL
- Have a minimum cumulative GPA of 2.5
- Show up to shifts on time and take initiative to complete tasks in a timely manner.
- Be able to work well with other people
- Demonstrate ability to work independently of a supervisor
- Have a general knowledge of Residence Life
- Possess good leadership, communication, organizational, and time management skills
- Preference will be given to applicants with some Residence Life job experience (DA, AHK, DC, RA, AA)

Previous employment in any summer conference position does not guarantee future employment in that same position or any position.

Pay rate
Compensation for work performed will be $9.00 per hour. Returning Summer Assistants will receive an additional $.25 an hour for each summer of prior residence life experience.

Housing
A single room in a 4-bedroom Reuter Hall apartment is offered to all summer staff while on contract.

Contract period
The dates of employment are May 18, 2020 through August 22, 2020.

Additional Notes
- Hours for this position vary over the course of the summer. An average of 20-30 hours per week is typical for SAs, based on the amount of conferences hosted. Students may work up to 40 hours a week in our busiest parts of the summer, but it is not guaranteed.
- Summer Assistants must be able to work through the entire contract period.
- Conference shirts and nametags are provided and need to be worn while working.
- You may have other employment outside of UWL, if approved by your supervisor. Hours scheduled for the Summer Assistant position have priority over outside jobs.