



UWL Residence Life
Summer Assistant – Position Description
Summer 2023

Position Summary

Summer Assistants are a vital part of Residence Life Camps and 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 hospitality to all of our conference participants, campers and summer students. 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 with other Residence Life student and professional staff under the direction of the Residence Life leadership team member assigned to manage 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.
- Complete daily work assignments.
- Work with a team in preparing the residence halls for each conference arrival and departure.
- Manage conference linens, including loading and unloading of linen deliveries, organizing, storing, and inventorying materials.
- Clean and prepare rooms for conference guests with linens and amenities, and general cleaning.
- Perform necessary maintenance in the 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 rooms as needed. Note: items that are hand-delivered are no more than 50lbs.
- Work shifts will include mornings, evenings, and weekends, in addition to participating in a duty rotation.
- Work 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 position for emergency response for specific camps and conferences.
- Any other duties requested by the Coordinator for Conference Services, or other Residence Life staff.

General qualifications and eligibility

The requirements for this position are not compatible with taking classes in the summer. Therefore, preference in hiring will be given to applicants who are not taking summer classes (online classes taken on one's own time are okay). To be eligible for consideration, Summer Assistant candidates must meet the following criteria:

- Be available to work from May 15, 2023 through August 21, 2023. Fall 2023 residence hall staff will be released early for training. The 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
- Exhibit a solid work ethic
- Be able to work well with other people
- Demonstrate ability to work independently of a supervisor
- Have general knowledge of Residence Life
- Possess good leadership, communication, organizational, and time management skills
- Preference will be given to applicants with some Residence Life position experience (Desk Assistant, Resident Assistant, Senior Staff, Assistant Housekeeper, Eagle Mail Assistant)

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

Pay rate

Compensation for work performed will be \$12 per hour.

Housing

A single room in Reuter Hall is offered to all summer staff while on contract.

Contract period

The dates of employment are May 15, 2023 through August 21, 2023.

Additional Notes

- 40 hours per week is possible for some weeks, but is not guaranteed. An average of 30 hours per week is typical for Summer Assistants, based on the amount of camps and conferences hosted.
- Summer Assistants must be able to work through the entire contract period.
- You may have other employment outside of UWL, if approved by your supervisor. Hours scheduled for the Summer Assistant position have priority over outside employment.
- Work will continue after the closure of summer conferences in order to prepare residence halls for the return of students for the academic year. **Employees will not be released from their summer employment contract early unless they are fall residence hall staff who must leave early for student staff training.**