



Office of Residence Life
Summer Office Assistant - Position Description
Summer 2025

Position Summary

The Student Office Assistant supports the daily operation of the Office of Residence Life, with key responsibilities related to handling email and phone communications, administrative office tasks, and other duties as assigned. A successful candidate will have customer service skills, the ability to problem solve, and some familiarity with a campus housing experience.

Position Responsibilities

- Confidently and professionally answer the office phone and reply to emails sent to the housing email account
- Welcome guests who arrive for appointments and notify Residence Life staff when guests have arrived
- Utilize occupancy management software to identify basic student information related to room assignments, roommates, and housing applications (training provided as part of employee onboarding)
- Assist with residence hall mail sorting, forwarding, and problem-solving
- Assist Residence Life staff with miscellaneous projects
- Complete inventories of supplies and complete notes for new supply purchases
- Use laminating machine to laminate signs for residence hall use
- Create/design signs for residence hall use using Canva
- Assist student staff members with desktop and printer issues
- Participate in a regular office coverage schedule and remain in communication with direct supervisor regarding any work absences or schedule changes
- Other duties as assigned

General qualifications and eligibility

The requirements for this position make it difficult to take classes in the summer. Preference in hiring will be given to applicants who are not taking summer classes (online classes may be okay). To be eligible for consideration, a Summer Office Assistant candidate must meet the following criteria:

- Be available to work from May 19, 2025 through August 18, 2025
 - Fall 2025 residence hall staff will be released early for training
- Be an enrolled student at UWL
- 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, Custodial Assistant, Eagle Mail Center Assistant)
- You may have other employment outside of UWL, if approved by your supervisor. Hours scheduled for the Summer Office Assistant position need to take priority over outside employment.

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

Pay rate and work schedule

- Compensation for work performed will be \$13 per hour
- Free summer housing in Reuter Hall for the duration of employment
- Anticipating 35-40 hours/week for summer 2025 work
- Monday-Friday, hours between 8 a.m. and 4:30 p.m.

Contract period

The dates of employment are May 19, 2025 through August 18, 2025.