2019 Great River Shakespeare Festival (GRSF) Resident Assistant
Position Description

General Description
The Great River Shakespeare Resident Assistants serve as liaisons between Winona State University and the Great River Shakespeare Festival company; they provide quality front-line customer service and assist company members staying in Haake Hall and East Lake. The duties of this position are from May 12 to August 8, 2019.

Minimum Requirements
• Be available and able to work from May 12 – August 8.
• Be in good conduct and academic standing (must have a minimum 2.5 cumulative GPA).
• Authorize and clear a background check.
• Hold a valid driver’s license and pass a driver approval check prior to operating a state vehicle.
• Reside in the residence halls with Great River Shakespeare company members (at no additional cost throughout summer employment).
• Enroll in no more than 3-credit hours per term during the summer.
• Maintain a flexible schedule; GRSF is a 24/7 operation throughout the summer including weeknights, weekends, and holidays. Note that during rehearsal time (May 12-June 24), the GRSF RAs will only need to hold the duty phone from 4pm until 9am.
• All nights away must be approved by GRSF Company manager in advance.
• Blackout Dates (note that additional blackout dates may be announced):
  o April Orientation: Thursday, April 18 – 5pm (Haake Hall Conference room)
  o May 12-13: GRSF Check-In, Haake Hall
  o May 23-24: GRSF Transition to East Lake
  o August 5-8: GRSF Check-Out, East Lake

Administration
• Assist with opening and closing of the residence halls for Great River Shakespeare Festival.
• Complete and Maintain Room Condition Reports for GRSF company members and their guests and report any damages to GRSF Company Manager and the Hall Director.
• Prepare keys, RCRs and assist with the check-in/check-out process.
• Represent Winona State University and the department of Housing and Residence
Life in a professional manner.

- Serve as a knowledgeable resource to GRSF company regarding services available within Camp & Conference Services, on the WSU campus, and within the Winona community.
- Report maintenance and custodial concerns and submit work orders to Facilities and Assistant Director of Housing and Residence Life.
- Create bulletin boards and door decorations to promote a welcoming environment.
- Complete health and safety apartment checks monthly with company manager and/or his/her designee.
- Be on-call for GRSF on a rotating basis and carry duty cell phone 24/7 when on-call. Note that during rehearsal time (May 12-June 24), the GRSF RAs will only need to hold the duty phone from 4pm until 9am.
- Other responsibilities may include, but are not limited to:
  - Attend and actively participate in weekly staff meetings and other meetings/training as assigned
  - Coordinate linens with camp and conferencing for any short-term guests
  - Perform daily walk-through of building to ensure guests safety
  - Other duties as assigned by GRSF Company Manager, East Lake Hall Director, or the Assistant Director of Housing and Residence Life
  - Assist with Housing tours as needed

**Compensation**

- A room assignment with company members (Haake Hall and East Lake).
- Stipend of $1,350 paid by Great River Shakespeare Company according to their payroll schedule.

**Application Process: Important Dates**

- Application is available at [www.winona.edu/housing](http://www.winona.edu/housing) - Click on “Student Employment”
- Application Deadline: Friday, March 1 before 4:30pm. Drop off completed applications in the Central Housing Office (Kryzsko 235)
- Email notification requesting an interview: March 3-5
- Scheduled Interviews: Wednesday-Friday, March 6-8
- Offers made: March 11 after 12pm via email

If you have any questions, please contact:

* Blandine Berthelot, Conferencing Assistant
  Housing & Residence Life/Camp & Conference Services - Tau 137 (West Campus)
  bberthelot@winona.edu  507-474-3900

To learn more about the Great River Shakespeare Festival, visit [www.grsf.org](http://www.grsf.org)