General Description
Summer Assistants provide quality front-line customer service to Winona State University summer students and Camp & Conference Services guests. They assist the department with student housing in East Lake and Kirkland/Haake Hall and work with youth camps, conference guests, and special events in Tau and Lourdes. Summer employment is from May 13 to August 16, 2019.

Minimum Requirements
• Be in good conduct and academic standing (must have a minimum 2.5 cumulative GPA).
• Be available and able to work the entire summer (May 13–August 16) unless approved for early release for HRL training.
• Authorize and clear a background check.
• Reside in the residence halls (East Lake or Kirkland/Haake) at no additional cost throughout summer employment.
• Enroll in no more than 3-credit hours per term during the summer, with supervisor approval.
• Maintain a flexible schedule—Summer Housing and Camp & Conferences is a 24/7 operation throughout the summer including weeknights, weekends, and holidays. There is limited opportunity for time off during the summer.

Preferred
• Hold a valid driver’s license and pass a driver approval check prior to operating a state vehicle

General Duties
• Represent Winona State University and the department of Housing and Residence Life in a professional manner.
• Assist with opening and closing of the residence halls for summer housing (EL & KR/HH).
• Prepare keys and assist with the check-in/check-out process of summer students and Camp & Conference Services guests.
• Prepare bulletin boards and door signs for summer residents and Camp & Conference Services guests.
• Organize programs for summer students living in East Lake and Kirkland/Haake.
• Perform and record routine safety and cleaning checks.
• Maintain all forms & documents which include: Room Condition Reports (RCRs), Loft Forms, Key Issuance Forms, purchasing forms, etc.
• Provide desk coverage (= be a resource for students and guests, answer phones, check out equipment, data entry, sort mail, and other duties as assigned).
• Report maintenance and custodial concerns to Facilities and Assistant Director of Housing and Residence Life.
• Serve as a knowledgeable resource to conference participants, parents, and staff regarding services available within Camp & Conference Services, on the WSU campus, and within the Winona community.
• Other responsibilities may include, but are not limited to:
  o Assist with registration, set-up/tear-down of meeting areas, hall preparation/clean-up, office/desk staffing, inventory, data entry, crisis management and security.
  o Drive university vehicles to transport guests and campers, pick-up or deliver supplies, etc.
  o Serve as a housing tour guide on a rotating basis.
  o Attend weekly staff meetings and other meetings/training as assigned.
  o Assist with special projects for the Housing & Residence Life Department (may include: preparing mailings/information for prospective students, etc.).
  o Assist Hall Directors with building/complex specific tasks.

On-Call Coverage & Responsibilities
• Summer Assistants will be assigned to reside in a specific residence hall and will share the on-call duty rotation for that hall. On-call duty rotation includes:
  o Arriving at the front desk promptly at 7pm on duty night.
  o Picking up the master keys, duty phone, radio & clipboard and performing a radio check.
  o Calling security with room phone number in case of an emergency.
  o Staying within the hall while on-duty, keeping the radio and duty phone at all times
  o Sitting at the desk from 9pm to 11pm.
  o Performing rounds and locking doors.
  o Making sure to complete all parts of the Duty Log on Portal as directed by the Hall Director.

• Summer Assistants will also be assigned overnight duty when Camp & Conference Services guests are staying on campus. This will include:
  o Providing customer service to conference/camp organizers and participants.
  o Being present in the assigned area from 7:00PM - 7:00AM and staying overnight in a “staff-designated” room.
  o Helping Camp & Conference Services guests understand and follow Winona State University residence hall policies and expectations.
  o Facilitating activities for youth campers and/or guests.
  o Contacting the appropriate staff members in emergency situations and assisting as directed.
**Report dates and work schedule**

The position begins with intensive training May 13-17, 2019. The Summer Assistants’ job responsibilities will end Friday, August 16, 2019 unless supervisor approves early release (for instance for Housing & Residence Life training purposes).

Summer Assistants should also plan to be available for a mandatory orientation session on Thursday, April 18 at 5pm in Haake Hall Conference Room. This will be a time to meet supervisors and fellow staff members and go over basic expectations and orientation materials.

Summer Assistants must be available to work on average 30 hours per week; supervisor must approve all nights away in advance.

**Blackout Dates** (= larger events for which we need at least half the staff to be present) *(Additional blackout dates may be announced as our summer calendar is finalized):*

- April orientation: Thursday, April 18 – 5pm to 6pm
- May Training: May 13-17
- Kirkland/Haake Opening: May 10-13
- East Lake Opening: May 30-June 1
- Freshman Registration & Scrubs Camp: June 16-28
- Football camps: July 10-17
- Early Arrivals & Summer Showcase: August 12-16

**Compensation**

- A single room in either East Lake or Kirkland/Haake
- A stipend of $3,700 (gross) to be paid on a bi-weekly rotation in conjunction with the student payroll system

**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**