

Form Name: Student Employment Job Description
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Location:

Job Title	Summer Conferences Resident Assistant
Department	Conferences and Events
Contact Person	Steve Pozezanac
Title	Director
Email	spozezanac@huntington.edu
Phone	(260) 359-4260
Federal Work Study Only	No
Number of Positions	2
Start Date	06/07/2021
End Date	08/02/2021
Wage Rate	8.25
Application Deadline	04/09/2021
Describe the essential functions and duties:	<p>Some of the responsibilities include</p> <ol style="list-style-type: none">1. Assist with preparing conference facilities as needed.2. Respond to group requests/requirements for the duration of conference group's stay.3. Maintain an attitude of professionalism and willingness to make regular contact with residence group advisors to ensure group and Conference Housing needs and requirements are met.4. Assist with check-in and check-out procedures as needed including collecting key deposits, checking rooms, (reporting damages, maintenance needs, and missing keys, etc.), trash pick-up, preparing rooms for cleaning crews, equipment return, and cleaning if necessary.5. Ensure that all guest/group comments and complaints are addressed, and the guest/group receives a timely response
Required Qualifications	<p>Qualifications:</p> <ul style="list-style-type: none">? A minimum of sophomore standing for upcoming fall term? Residency in a Huntington University residence hall for at least one semester? Must live on campus for the summer? Life Saving and CPR/First Aid Certification a plus? Knowledge and experience operating lighting and sound a plus

Professional Competencies:

Ability to work in a team structure.

Ability to make decisions and solve problems.

Ability to plan, organize and prioritize work.

Ability to verbally communicate with persons inside and outside the organization.

Ability to obtain and process information.
