Non-Federal Work Study Job Description

Department: Housing

Supervisor/Contact Person: Jake Warner

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La Verne, CA. 91750

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Phone Number: (909) 448-4437

Job Title: Summer Staff

Job Description:

Deadline: Friday, April 17, 2015

Job Summary
Summer Staff is a student lead position with the Housing & Residential Life team. As a live-in staff member, Summer Staff provides both administrative and residential services. Summer Staff report directly to the Assignments Coordinator and Associate Director of Administrative Services. Summer Staff are the front line of Housing, and must demonstrate the ability to act in a professional, mature, and assertive manner.

Compensation
On-campus housing from June 2015 to August 2015 and meal allowance, amount to be determined.

Conditions of Appointment
Be able to work 15-20 hours/week.
Be in good financial standing with the University of La Verne.
Be in good judicial standing with the University of La Verne and Housing & Residential Life.
Maintain a minimum 2.5 cumulative grade point average in the semester prior to starting the job.

Job Functions
Perform customer service in person and over the phone.
Be familiar with policies and procedures contained in the Resident Handbook and department website.
Attend all staff meetings and scheduled in-service training sessions.
Serve “On-Duty” weeknights and weekends as assigned to perform walk-throughs of the residence halls.
Perform lockout procedures.
Perform special tasks from the Assignments Coordinator and Associate Director of Administrative Services as needed.