



SAN DIEGO STATE
UNIVERSITY

HOUSING CONFERENCE SERVICES

POSITION DESCRIPTION

POSITION TITLE: **Summer Staff Liaison**
ORGANIZATIONAL UNIT: **Office of Housing Administration**
REPORTS TO: **Housing Coordinator**

GENERAL DESCRIPTION OF POSITION:

The Summer Staff Liaison (SSL) will report to and receive work assignments from the Housing Coordinator (HC). The SSL acts as a liaison between conference guests, conference staff and the Office of Housing Administration. SSL does such by facilitating communication among guests and staff, providing special support services to departmental staff, and enforcing rules as applied to the conduct of the Summer Staff. The SSL lives on campus and responds to the day-to-day needs of conference housing services.

CONDITIONS OF EMPLOYMENT:

The Summer Staff Liaison (SSL) may negotiate taking a summer school class with the Housing Coordinator.

SPECIFIC RESPONSIBILITIES:

TRAINING

1. Must attend and receive certificate for Environmental Health and Safety Training, Fire Alarm Training and Defensive Driving
2. Staff meetings and training attendance is mandatory. Assistance with training is required.

ADMINISTRATIVE DUTIES

1. Attends weekly senior staff meetings.
2. Assists with administrative process relating to staff living on campus. Oversees check-in and check-out of staff; handles collection and processing of deposits and rent payments; prepares requests by staff for roommate changes, apartment changes, etc.; assists with maintenance needs of residents.
3. Serves as a contact person for the Office of Housing Administration staff living on campus. Communicates housing guidelines and policies to staff and responds proactively to violations of policies. Works with staff supervisors in handling behavioral issues.
4. Prepares Desk Assistant daily work schedules. Makes work assignments based on requirements and guidelines provided by the Housing Coordinator. Works with staff when changes need to be made to existing schedules. Follows proper notification procedures when a change is made to an existing schedule.
5. Works a set schedule at a front desk (approximately 15 hours a week with a specific schedule to be determined later). Provides information and assistance to conference attendees, students and staff; answers the phone; completes a variety of paperwork and projects.
6. Coordinates a system for collection of input from conference staff. Institutes a system for collecting suggestions and ideas from staff.
7. Plans, publicizes, and coordinates all staff recreational and social activities, including the End-of-Summer Staff Banquet. Establishes and adheres to a staff event budget under guidelines provided by the Housing Coordinator.
8. Attends all pre-summer and summer training sessions for conference staff. Will assist with training as required.

9. Maintains cleanliness and aesthetics of all front desks and lobbies.
10. Other duties as assigned by the HC.

REQUIREMENTS:

1. Must be eligible for employment as a student assistant. Must be enrolled at SDSU in the Spring 2017 semester, and must be eligible for continuing enrollment at SDSU in Fall 2017 semester.
2. Must wear Conference Housing Services Uniform while working in the office or with conference guests.
3. Must maintain good academic standing with the university. (Current grade point averages will be verified prior to hiring of all staff; student in danger of becoming academically disqualified will be withdrawn from consideration).
4. Must have the ability to maintain a good working relationship with university staff, conference staff, conference attendees, residents and visitors. Must be able to maintain a professional manner in all situations.
5. Experience: Must have both of the following:
 - a. One year of work experience in a job with significant public contact, answering phones, researching answers, solving problems and performing routine tasks.
 - b. One academic year of Resident Advisor or student assistant.
5. Must be available for the ENTIRE period of employment shown in the "Dates of Employment" section.
6. Must be available for Senior Staff training (to be announced) and on-site team training training May 23 - May 26, 2017.

DATES: May 1 - August 24, 2017

SCHEDULE: Approximately 25-40 hours per week. Weekend and evening work is required; work schedule and hours will vary considerably from week to week

COMPENSATION: \$11.85/hr

NUMBER OF POSITIONS AVAILABLE: 1