



## STUDENT JOB OPPORTUNITY

**JOB TITLE:** *Student Assistant*

**DEPARTMENT:** Facilities Management - Special Events & Summer Programs

**CONTACT PERSON/EMAIL/PHONE #:** Joe Hudzick hudzickj@etown.edu 717-361-1203

**TO APPLY:** Please submit application to hudzickj@etown.edu

**DEADLINE FOR APPLICATIONS: FEBRUARY 28, 2018**

**STUDENT JOB DESCRIPTION:** Student Job Description: Special Events & Summer Programs (SESP) provides support services to groups renting College facilities for summer conferences, sports camps, and other activities that make use of the College's Residence Halls, classrooms, auditoriums, recreational and dining facilities. SESP Student Assistants function as a liaison between the College and guests to facilitate the needs of the guests during their stay on campus. Duties include gathering information and creating event planning documents, preparing residence halls for guest lodging, coordinating linen delivery/linen retrieval, creating and placing directional signs, assisting with event registration and check-out including distribution of keys, meal cards, parking permits, room supplies, etc., and coordinating the technical needs to summer clients.

**Requirements:** Must be friendly, organized and outgoing.

### **QUALIFICATIONS:**

- Ability to work extended hours as needed.
- Ability to work weekends.
- Ability to preserve confidentiality of information.
- Ability to prioritize multiple tasks in a fast-paced environment.
- Strong organizational skills and attention to detail.
- Ability to work within strict deadlines.
- Good interpersonal skills and desire to be a team player.
- Creative problem-solving skills.
- Exceptional customer service skills.
- Excellent written communication skills.
- Excellent oral communication skills.
- Sense of creativity.
- Familiarity with industry terms and processes.
- Ability to use a multi-line phone system.
- Proficient with Microsoft Office (Word, Excel)

### **PHYSICAL DEMANDS**

- Regularly required to remain seated in a normal position for long/extended periods of time.
- Occasionally required to stand for long/extended periods of time.
- Regularly required to move about.
- Occasionally required to reach up and out with hands & arms.
- Regularly required to talk and hear; verbally express information or instructions.
- Regularly required to use hands to grasp objects, type, pick up objects, move objects or hold objects.

- Occasionally required to lift up to 25 pounds and carry a distance of 10 feet.
- Occasionally required to push and/or pull up to 25 pounds a distance of 10 feet.

**HOURS and/or HOURS PER WEEK REQUIRED:**

**Employment Dates: 5/14/18 to 8/11/18**

**40 hrs. per week. WEEKENDS REQUIRED**

**PAY RATE: \$7.75/hr. + summer housing + summer meal plan**

**SPECIAL SKILLS NEEDED** (for example—drivers license/van training, CPR, etc.): **Driver's License preferred, Other Training will be Provided**

AA/EOE