POSITION DESCRIPTIONS

POSITION TITLE: Desk Assistant
ORGANIZATIONAL UNIT: Office of Housing Administration
REPORTS TO: Conference Services Manager

GENERAL DESCRIPTION OF POSITION:
The Desk Assistant (DA) will report to the Conference Services Manager (CSM) and will also receive work assignments from the Operations Coordinator, Summer Staff Liaison, and Conference Assistants. The DA works at the residence hall front desks and provides services and disseminates information to the conference participants and summer school students.

CONDITIONS OF EMPLOYMENT:
The Desk Assistant may take summer school classes with the Conference Services Manager's Approval, for scheduling purposes. Desk Assistants enrolled in summer school classes may only work 20 hours per week.

SPECIFIC RESPONSIBILITIES:

TRAINING
1. Must attend Environmental Health and Safety Training, Fire Alarm Training and Defensive Driving
2. Must attend staff meetings and training as scheduled

ADMINISTRATIVE DUTIES:
1. Works at the residence hall front desk; provides information and assistance to conferees and students; answers the phone, takes messages; sorts and forwards mail; accommodates walk-in overnight guests; upkeeps the front desk when needed.
2. Assist with check-in and check-out of conference groups and summer school students; processes registration forms, distributes keys.
3. Completes a variety of paperwork and projects, including but not limited to: occupancy reports, registration forms, key logs.
4. Acts as a representative of SDSU Conference Housing Services, the Office of Housing Administration and San Diego State University. Assists all visitors in a polite, friendly and professional manner.
5. Other duties as assigned by the CSM, Operations Coordinator, or Conference Services Assistant.

REQUIREMENTS:
1. Must be eligible for employment as a student assistant. Must be enrolled at SDSU in the Spring 2016 semester, AND must be eligible for continuing enrollment at SDSU in the Fall 2016 semester, AND must intend to be enrolled at least half-time at SDSU in the Fall 2016 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averages will be verified prior to hiring of all staff; student in danger of becoming academically disqualified will be withdrawn from consideration).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, conferees, residents and visitors. Must be able to maintain a professional manner in all situations.

5. Experience: must have one or a combination of the following:
   a. One year of work experience in a job involving contact with the public.
   b. One academic year as a student assistant at San Diego State University.
   c. One academic year as a desk assistant or resident advisor in a hall of 200 or more residents.

6. Must be available for the entire period of employment shown in the "Dates of Employment" section.

7. Must be able to work at least 15 hours a week if employed part time or 30 hours a week if employed full time.

8. Must be available for on-site team training May 25 - May 27, 2016.

DATES: May 25 - August 15, 2016
SCHEDULE: Approximately 15-40 hours per week. Weekend and evening work is required; work schedule and hours will vary considerably from week to week.
COMPENSATION: $10.00 per hour
NUMBER OF POSITIONS AVAILABLE: Approximately 16

POSITION TITLE: Night Desk Assistant
ORGANIZATIONAL UNIT: Office of Housing Administration
REPORTS TO: Conference Services Manager

GENERAL DESCRIPTION OF POSITION:
The Night Desk Assistant duties will be identical to those of a Desk Assistant, but work hours will be scheduled primarily between the hours of 12:00 a.m. and 8:00 a.m.

DATES: May 25 - August 15, 2016
SCHEDULE: Approximately 30-40 hours per week. Weekend and evening work is required; work schedule and hours will vary considerably from week to week.
COMPENSATION: $10.50 per hour
NUMBER OF POSITIONS AVAILABLE: Approximately 7

POSITION TITLE: Logistics Desk Assistant
ORGANIZATIONAL UNIT: Office of Housing Administration
REPORTS TO: Conference Services Manager

GENERAL DESCRIPTION OF POSITION:
The Logistics Desk Assistant duties will be identical to those of a Desk Assistant, with addition of assisting the Facilities Coordinator, Operations Coordinator, and Conference Assistants in preparing buildings and meeting facilities for conference groups. Facility set-up responsibilities include moving furniture, equipment etc. Building preparation responsibilities include posting of materials, checking of keys, etc. The Logistics Desk Assistant will work minimal desk shifts (as needed) and is required to be available to work at a variety of times and locations on campus. This is primarily an on-call position with minimal scheduled shifts. The candidates for the Logistics Desk Assistant positions must be able to lift a minimum of fifty pounds. When not assisting the Facilities Coordinator or Operations Coordinator, Logistics Desk Assistants will work the front desk as a Desk Assistant (see Desk Assistant description above).
DATES: May 25 - August 15, 2015
SCHEDULE: Approximately 15-40 hours per week. Weekend and evening work is required; work schedule and hours will vary considerably from week to week.
COMPENSATION: $10.50 per hour
NUMBER OF POSITIONS AVAILABLE: Approximately 2