POSITION DESCRIPTIONS

POSITION TITLE: Summer Staff Liaison
ORGANIZATIONAL UNIT: Office of Housing Administration
REPORTS TO: Conference Services Manager

GENERAL DESCRIPTION OF POSITION:
The Summer Staff Liaison (SSL) will report to and receive work assignments from the Conference Services Manager (CSM). The SSL acts as a liaison between conference guests, conference staff and the Office of Housing Administration 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.

CONDITIONS OF EMPLOYMENT:
The Summer Staff Liaison (SSL) may negotiate taking a summer school class with the Conference Services Manager.

SPECIFIC RESPONSIBILITIES:

TRAINING
1. Must attend Environmental Health and Safety Training, Fire Alarm Training and Defensive Driving
2. Must attend and assist with all training and in services sessions as required

ADMINISTRATIVE DUTIES
1. 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.
2. 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.
3. Prepares Desk Assistant daily work schedules. Makes work assignments based on requirements and guidelines provided by the Conference Services 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.
4. 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 conferees, students and staff; answers the phone; completes a variety of paperwork and projects.
5. Coordinates a system for collection of input from conference staff. Institutes a system for collecting suggestions and ideas from staff.
6. 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 Conference Services Coordinator.
7. Attends all pre-summer and summer training sessions, for conference staff. Will assist with training as required.
8. Attends weekly senior staff meetings.
9. Other duties as assigned by the Conference Services Manager.
10. Maintains cleanliness and aesthetics of all front desks and lobbies.

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 Fall 2016.
2. 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).
3. Must have the ability to maintain good working relationship with university staff, conferees, residents and visitors.
4. Experience: Must have both of the following:
   a. One year of experience dealing with the public, 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 May 25 - May 27, 2016.

PREFERRED SKILLS:
   Excel
   Word
   Organization
   Administrative/Management

DATES: May 1 - August 15, 2016
SCHEDULE: Approximately 15-40 hours per week. This position will work many weekends and work schedule and hours will vary considerably.
COMPENSATION: $11.35/hr
NUMBER OF POSITIONS AVAILABLE: 1 position