



## *Student Summer Employment Opportunities*

**On-Call Summer Assistants\*:** assist in the preparation and execution of summer housing needs for camp and conference guests. By acting as a pivotal force in helping and assisting our guests, the on-call Conference Assistant will ensure that each groups' hospitality needs are met. Additional responsibilities include: assisting with the check-in/check-out process, making sure rooms are set prior to guest arrival and serving in an on-call emergency response duty rotation.

**Community Desk Assistants:** will work in one of our four communities and will serve as the first point of contact for current and prospective residents as well as provide administrative support to the Housing and Residence Life Staff. Additional responsibilities include: greeting walk-ins, answering phones, conducting tours, performing lockouts, logging packaging, sorting mail, etc.

**Facilities Maintenance & Office Assistants:** assist with a wide variety of tasks related to the overall upkeep of the residential communities to include moving furniture and maintenance equipment; cleaning, painting and performing minor repairs; maintaining community grounds.

*\*Students with on-call responsibilities will also receive housing in addition to hourly and/or stipend wages.*

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### **Qualifications**

- Be a current student of IUPUI in good standing
- Perform duties assigned by following established schedules and prescribed methods and procedures
- Demonstrate the ability to work as an individual and in a team atmosphere
- Demonstrate the ability to maintain confidentiality of residents and guests
- Demonstrate the ability to maintain a positive attitude and service-first demeanor
- Must be able to work for entire summer period. Specific dates include, Wednesday, April 26th to Monday, August 21st (short vacations and days off may be arranged with direct supervisor).

**Complete position description and application can be found online at**  
<http://employment.uc.iupui.edu/JagJobs>

**Job Posting # 22102 and #22100**