

Residence Life Student Office Employee

Residence Life Office

Cornell College
One-Course-At-A-Time

Status: Student Employment
Department: Residence Life
Reports To: Housing Facilities Coordinator

Length of Employment: Academic year
Division: Student Affairs
Wage: \$7.25/hour

Position Summary

The Residence Life Student Office Employee will assist the Housing Facilities Coordinator and also provide office coverage during times when the Housing Facilities Coordinator is unavailable. This may include such duties as answering the Campus Safety phone, assisting callers and visitors to the office, computer work, and assignments in the Residence Halls.

Principal Duties and Responsibilities

1. Assists the Residence Life Housing Facilities Coordinator;
 - a. Provides desk coverage while the Housing Facilities Coordinator is out of the office;
 - b. Answers the Campus Safety phone and provides the proper assistance;
 - c. Greets and assists visitors in the office;
 - d. Answers Residence Life main phone line and assists callers or takes messages;
 - e. Computer work as assigned by the Residence Life staff;
 - f. Copying, shredding, and other typical office duties;
 - g. Hangs flyers in the Residence Halls

Work Relationships

Reports to the Housing Facilities Coordinator. Regular contact with students, staff, parents, and the general public.

Skills, Knowledge and Abilities

Ability to communicate effectively with students, staff, parents, and the general public. Office skills preferred. Confidentiality a must.

Remuneration

\$7.25 per hour

Resignation/Termination

Student must report to work as scheduled. Things seen and heard in the Residence Life Office will be kept confidential. Must perform assignments satisfactorily. Failure to comply with these requirements is grounds for termination.

A student employee who wishes to terminate their position with the Residence Life Office must do so in writing.