



Rank order the summer positions in which you are most interested (1 being the position you want the most, 4 being the position you want the least, etc) and be sure to mark if you are interested in the summer RA position. Please see the Job Descriptions for complete details.

- Jumpstart Staff** (commitment from July 4 – July 21, 2015)  
 **Summer Building Staff** (12 hour/week commitment)  
*(If interested in RA position, please check below)*  
 **Brockman RA**
- Summer Conference Staff** (12 – 25 hour/week commitment extra)  
 **Residence Life Office Staff** (12 hour/week commitment)

Please list two references (at least one should be a residence life staff member)

Name: \_\_\_\_\_ Phone: (     )     -

Email: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: (     )     -

Email: \_\_\_\_\_ Title: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

**Applications are due on Friday, March 13<sup>th</sup>, 2015 by 5:00 pm.** Please bring your application to the Office of Residence Life or email it to [blessing@xavier.edu](mailto:blessing@xavier.edu).

If you have any questions, please contact Cindy Lowman Stieby at [lowman@xavier.edu](mailto:lowman@xavier.edu) or Brandon Blackmer at [blackmerb@xavier.edu](mailto:blackmerb@xavier.edu).



## **Office of Residence Life**

### **Summer Staff Job Description**

The Summer Staff is a group of students that serve as an extension of the Office of Residence Life during the Summer Conference and Intern season of May through August. It is the primary responsibility of the Summer Staff to provide exemplary customer service and assistance to all of Xavier University's summer guests. Hours and responsibilities will vary due to the frequency and number of guests who utilize our facilities at a given time during the summer.

#### **Job Responsibilities**

- Act as a positive role model and represent the University in a positive manner to conference groups and summer residents.
- Report in a timely fashion for scheduled check-ins, checkouts and desk coverage.
- Prepare halls (bulletin boards, check rooms, keys, etc.) for guests' arrival.
- Assist with the submission of billing information for the following areas: occupancy, lost keys/access cards, damages, etc. to appropriate professional staff member and/or summer professional staff.
- Communicate special needs or requests to appropriate professional staff members on behalf of the conference groups/summer residents.
- Serve as a resource for groups; provide information about on campus living, Xavier, and Cincinnati.
- Be flexible in your availability for possible changes in conference schedules, and inform supervisors of your schedule changes immediately.
- Be willing to assist others on the summer conference staff.
- Attend weekly staff meetings & scheduling sessions.
- Participate in training in early/mid May, 2015.
- Duties will include tasks in all Residence Life Offices (main office, Residence Halls, and apartments).
- Participate in evening walk-throughs of the building if working evening shifts during conference stays.
- Confront and document inappropriate behavior of residents and guests.
- Effectively work within a team to coordinate all aspects of the Summer Housing Program.
- Be able to respond to emergency situations and follow the Office of Residence Life's protocol.
- Assume other duties as assigned by the Residence Life and Summer Programs professional staff.
- Campus Duty Phone coverage.

## Other Important Information

1. Summer Staff must be current Xavier students, but are not required to be enrolled in summer session classes. If enrolled in summer classes, no more than two classes will be approved per session.
2. You may work limited outside employment with approval of Summer Staff Supervisor. Flexible availability is helpful.
3. Please review the attached document for typical hours
4. Summer Staff should be available to work from Sunday, May 10, 2015 through Saturday, August 8, 2015.
5. Vacation times depend on summer conference schedules and staff requests. May and early June are good times for vacations because we are not as busy during those times.
6. Summer Staff Training will occur May 10 – May 17, 2015. Below are some important dates and times:

Sunday, May 10 <sup>th</sup> , 2015	
10AM – 2PM	Training for all staff
4PM – 8PM	Check-in Shift 1
8PM – Midnight	Check-in Shift 2

Tuesday, May 12 <sup>th</sup> , 2015	
TBD	In-Area Trainings

Wednesday, May 13 <sup>th</sup> , 2015	
TBD	Weekly Staff Meetings

7. All summer staff are **required** to work major move-in and move-out weekends. Those dates are:
  - a. May 10, 2015
  - b. May 17, 2015
  - c. August 8, 2015.

## Remuneration

- Housing provided in a University Apartment/Room. The first 13 hours of work covers housing expenses (\$150.00/week value).
- Must work at least 13 hours per week. Compensation rate for any hours over 13/week is minimum wage of \$8.10/hour.

If you have any questions regarding the positions, please contact Cindy Lowman Stieby ([lowman@xavier.edu](mailto:lowman@xavier.edu)) or Brandon Blackmer ([blackmerb@xavier.edu](mailto:blackmerb@xavier.edu)) and we will do our best to assist you in getting your questions answered.



## Summer Position Responsibilities

	Weekday Shifts	Weekend Shifts	Responsibilities	Duty Coverage	Things to Note
<b>Commons Building Staff</b>	4 – 9 pm	12 – 4 pm	<ul style="list-style-type: none"> <li>Assist with opening duties (Bulletin Boards, Signage, room checks, etc)</li> <li>Lock-Out duties when on campus/available</li> <li>Assist with programming for Interns (in collaboration with Summer Intern Program)</li> <li>Check Rooms for readiness/cleanliness</li> </ul>	Yes	May/June check-in weekends may require extra time/availability
<b>Buenger Building Staff</b>	6 – 9 pm	12 – 2 pm	<ul style="list-style-type: none"> <li>Assist with opening duties (Bulletin Boards, Signage, room checks, etc)</li> <li>Lock-Out duties when on campus/available</li> <li>Assist with programming for Interns (in collaboration with Summer Intern Program)</li> <li>Check Rooms for readiness/cleanliness</li> </ul>	Yes	May/June check-in weekends may require extra time/availability
<b>Brockman Resident Assistant</b>	4 – 8 pm	Nightly Walk Thru when on call	<ul style="list-style-type: none"> <li>Assist with opening duties (Bulletin Boards, signage, room checks, etc)</li> <li>Lock-Out duties when on campus/available/on call</li> <li>Rounds of Brockman during duty hours</li> <li>Check Rooms for readiness/cleanliness</li> <li>Weekly interactions with summer residents</li> <li>Plan and execute (2) summer programs for residents</li> </ul>	Yes	May/June may require extra hours during check-in and check-out
<b>Fenwick Building Assistant</b>	Usually work on own time	Usually work on own time	<ul style="list-style-type: none"> <li>Prepare for all conference check-ins and finalize check-in and out paperwork within 24 hours after check-in or out</li> <li>Assist with opening duties (Bulletin Boards, signage, room checks, etc)</li> <li>Lock-Out duties when on campus/available/on call</li> <li>Check rooms and prepare access cards before groups arrive</li> </ul>	Yes	This position is flexible with time, and you will work with the supervisor to create a schedule that works for you
<b>Kuhlman Building Assistant</b>	Usually work on own time	Usually work on own time	<ul style="list-style-type: none"> <li>Prepare for all conference check-ins and finalize check-in and out paperwork within 24 hours after check-in or out</li> <li>Assist with opening duties (Bulletin Boards, signage, room checks, etc)</li> <li>Lock-Out duties when on campus/available/on call</li> <li>Check rooms and prepare access cards before groups arrive</li> </ul>	Yes	This position is flexible with time, and you will work with the supervisor to create a schedule that works for you

	<b>Weekday Shifts</b>	<b>Weekend Shifts</b>	<b>Responsibilities</b>	<b>Duty Coverage</b>	<b>Things to Note</b>
<b>Residence Life Desk Staff</b>	11:30 – 1:30pm	N/A	<ul style="list-style-type: none"> <li>Cover Residence Life Offices during lunch from 11:30 – 1:30pm</li> <li>2-hour shift each weekday (flexible between 10am – 6pm)</li> <li>Answer phones, direct calls, and other tasks as assigned</li> <li>Work closely with the Administrative Assistant for Res Life</li> </ul>	No	Apartment Housing provided
<b>Res Life Special Project Staff</b>	Flexible	N/A	<ul style="list-style-type: none"> <li>Will determine summer projects with Associate Director</li> </ul>	No	Apartment Housing provided
<b>Commuter Services Project Staff</b>	Flexible	N/A	<ul style="list-style-type: none"> <li>Will determine summer projects with Assistant Director</li> </ul>	No	Apartment Housing provided
<b>Jump Start Staff</b>	July 4 – July 18 24hr/day availability		<ul style="list-style-type: none"> <li>Supervise High School students attending college for the first time during a 2-week summer intensive program</li> <li>Be available 24hr/day to help problem solve and interact with the students</li> <li>Attend all programs, events, trips, and more with all Jump Start participants</li> <li>Report to Assistant Director</li> </ul>	Yes – Full time duty while with Jump Start Program	Because this position is only 2 weeks, if you are interested in other positions up to and after this position, please note that on your application. Housing could be available all summer for you.
<b>Summer Conference Services Staff</b>	7 – 10 am, 4 – 10 pm, all check-ins and check-outs	7 – 10 am, 4 – 10 pm, all check-ins and check-outs	<ul style="list-style-type: none"> <li>Assist in preparing conference buildings (Fenwick, Kuhlman) for conference guests (Bulletin Boards, card access checks, etc)</li> <li>Work conference check-ins and check-outs, including additional shifts as needed by conferences</li> <li>Work Xavier Guest Services conference desk in Fenwick (hours vary by needs of conferences)</li> <li>Other tasks as assigned by HD Staff, Assistant Director staff, or Summer Interns and Conference staff</li> </ul>	Yes	**Must be willing to work 20+ hours per week in July. Extra hours will be available in May and June as available.