Summer Runner

# of Openings: 5-6
CECE Job #14994

OVERVIEW
Every summer, Student Housing hosts a variety of groups and guests as part of our Conference Services Program! Our halls become like a hotel and guests range from cheer camps, full of loud and excited cheerleaders, to professional conference attendees visiting our amazing campus.
Summer 'Runners are a special team of students, led by our Coordinator of Marketing and Guest Services, that make the magic of summer conferences happen! They are the crew that welcomes each group with fun posters and gift baskets at check in. They are the helpful people that answer questions and act as a resource. They are the smiling faces that are knowledgeable and ready to help.

POSITION SPECIFICS
- Prepare welcome for each group
- Responsible for amenity set up of rooms
- Key packet preparation
- Check-in set up
- Check-in and Check Out Staffing
- On-Call rotation for basic guest needs
- Desk staffing
- Resident Assistant/resource for summer residents
- Responsible for creating and hosting events for summer residents
- Responsible for Communication of Conference/Space Reservation to Department
- Additional tasks as presented or necessary

QUALIFICATIONS
- Maintain a semester and cumulative GPA of 2.25
- Maintain a full-time CSUB student status (undergrad: 12 units/grad: 6 units) Fall/Spring (Taking Summer Classes not required)
- Have and maintain a good disciplinary record at CSUB
- Hours: 30-40 hours per week
  Compensation: $10.50 per hour and Free bed space
Position will begin as early as May 15, 2017 and will end as early as August 18, 2017.
Online application link: SummerRunner2017

Please contact us at housing@csub.edu if you have any questions.