Summer Runner

# of Openings: 5-6
Handshake Job Code: #1506201

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
- Create a welcoming and inclusive environment for residents, guests, and the university community.
- Key packet preparation
- Check-in set up
- Check-in and Check Out Staffing
- On-Call rotation for basic guest needs and student issues
- 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
- Assist pro-staff with special projects as assigned.
- Answer phones: Serving as a first point of contact for incoming calls; providing general information to callers, taking messages, and/or transferring calls to appropriate individuals or departments.
- Responsible for the function and operation of the Student Housing front desk(s).
- Performing other duties as assigned.

REQUIREMENTS TO APPLY:
- Must be enrolled as a full time CSUB student for the 2017-2018 Academic Year or Summer Semester 2018.
- Must have and maintained 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: Be available to work from 20-40 hours per week

COMPENSATION:
- Compensation: $11.00 per hour and Free bed space

APPLICATION DEADLINE:
- Priority Applications due April 30, 2018.
- Online application link: SummerRunner2018

START AND ENDING DATE:
- This position will begin on/after May 14, 2018, for job shadowing.
- This position ends on August 4, 2018.

QUESTIONS:
Please submit your inquiry to Salina Bouasangouane, Administrative Support for Residence Life, at sbouasangouane@csub.edu if you have any questions.