

Warren Residential Life, Summer Office Intern, Job Description

Start Date: Sunday, June 16, 2019

Tentative End Date: To be determined (Subject to change to a later date)

Job Description: Summer Office Intern

- Assist in planning and preparing for Fall RA Training, Welcome Week, and Move-In (including but not limited to: soliciting meal donations, creating/editing presentations, creating/editing training manual and related documents)
- Assist with inventory and clean equipment at Residential Life Office and Warren Student Activity Center (SAC)
- Assist professional staff with reviewing and editing policies, procedures, manuals, and other documents
- Organize paperwork, files and update website
- Assist with monitoring general facility operations
- Answer general questions about college and campus from incoming students and parents, via email, telephone, or in-person
- Assist with preparations for student move-in (international, frosh, and continuing students)
- Serve on Warren Residential Life Damage Appeals Committee
- Schedule appointments for professional staff as well as other front desk/reception duties (including but not limited to answering the phone).
- Assist with annual cleaning and re-organization of office and related facilities
- Interact daily with Warren Residential Life staff during regular office hours
- Assist with data entry for Warren Residential Life projects
- Other duties as assigned.

Core Competencies:

- Responsible and reliable
- Excellent communication skills, both verbal and written
- Attention to detail and follow through with projects
- Ability to work independently as well as take direction
- Strong customer service skills
- Able to answer questions regarding Warren College and Residential Life Office
- Excellent organizational skills
- Strong sense of professional and personal job responsibility
- Microsoft Office skills necessary (i.e. Word, Excel, PowerPoint, Adobe, etc.)

Work Eligibility:

- Upon hire, **MUST** be able to provide proof of eligibility to work in the U.S. Original unexpired documents **REQUIRED; NO photocopies accepted.** No exceptions.

Work Environment:

- Fast paced fun environment
- Compensation is a shared room in a double apartment for the duration of the summer valued at \$1848.00. Apartment may be mixed gender, but bedrooms will be same gender. No meal plan included.

Minimum Qualifications:

- Excellent communication skills, both verbal and written
- Attention to detail and follow through
- Ability to work independently as well as take direction
- Strong customer service skills
- Able to answer questions regarding Warren College and Residential Life Office
- Excellent organizational skills
- Strong sense of professional and personal job responsibility
- Flexibility with scheduling
- Ability to prioritize tasks