STUDENT POSITION: Business Services Specialist (Housing & Residence Life)

REPORTS TO: Central Operations Manager – Housing Office

DESCRIPTION: The Business Service Specialist (BSS) position within the Offices of Housing & Residence Life (HRL) supports the staff within the offices as well as students, parents, faculty, and staff. This position provides opportunities for students to create a welcoming environment for all constituents that interact and engage with the office. BSS’s need to approach tasks as critical thinkers, creative problem solvers, and responsible leaders. Additionally, BSS’s are expected to maintain accurate records, complete computer data entry tasks, assist with room selection & assignments, organize filing systems, speak confidently & comfortably, and collaborate with other HRL staff.

QUALIFICATIONS:
- Knowledge of residence halls and campus resources
- Basic computer skills required
- Ability to process detailed information in a timely manner
- Well-developed interpersonal skills
- Ability to work well under pressure
- Summer availability (room will be provided in Swig Hall)
- Willingness to perform duties that require physical activity
- Be in good conduct standing with the University
- Full summer and end-of-summer (September) availability preferred

HOURS: Summer: Full-time, 30 hours a week, although flexible if combined with another Housing position or summer school classes

If hired for the 2014-2015 academic school year: 6 – 15 hours a week

CLASSIFICATION: Summer: Student Assistant II
School Year: Student Assistant I

COMPENSATION: Summer compensation: Single room accommodation within a summer school residence hall room from approximately 6/15/2014 through 9/21/2014 and an hourly wage based on experience
School Year compensation: Hourly wage based on experience

START DATE: Summer: June 15, 2014

Additional considerations:
Training & limited office hours prior to May 31, 2014
Must attend CF closing/check-out training
School Year: September 22, 2014