

Summer Coordinator Position Description

Summer Coordinators will support Augustana University by assisting with the management and implementation of Summer Camps and Conferences, Campus Life responsibilities (including but not limited to: early arrivals, loft rentals, facility management, etc.), assisting maintenance around the residence facilities and campus (including but not limited to: weeding, painting, picking up garbage, etc.), and other duties as assigned. The SC team will provide efficiency to the summer experience and help prepare the campus for the upcoming school year.

This position is ideal for Augustana students taking afternoon courses, working part time, or taking part in internships. SCs will need moderate scheduling flexibility to share on-call coverage for weeknights and weekends, when camps are present. Students may request days away from campus from their leading supervisor. SCs will receive a Stavig single room, a summer meal plan consisting of 20 meals per month, and a paycheck for hours worked on-campus.

Position Requirements

- Must be enrolled and attending classes at Augustana during Spring 2018 and Fall 2018.
- Preferred federal work-study students.
- Must be able to lift, pull, and carry various pieces of supplies and furniture; both assisted and unassisted.
- Maintain good financial and judicial standing with the University at the time of application and remain in good standing throughout the period of employment.

Time Commitment

- SCs must be available to work 15-20 hours per week; hours will be served during rotating morning and evening sessions as well as some weekday and weekend camp check-ins and check-outs.
- SCs will need moderate scheduling flexibility to share on-call responsibilities for weeknights and weekends that the building has guests.
- SCs are expected to communicate thoroughly and effectively with their supervisor when seeking time off.

Responsibilities

SCs will share expectations, individually and as a staff, for the following responsibilities:

Positive Role Modeling

Members and Self – SCs represent themselves and the University in a professional manner at all times. Appropriate personal, professional, and academic behavior, both on and off campus, is expected. Inappropriate behavior carries the potential for immediate dismissal from the position.

Promoting a Positive Living and Learning Environment

Policy Enforcement and Adherence – SCs will understand the importance of enforcement of the rules and regulations pertaining to student and guest behavior as stated in the Student Handbook and Augustana University catalog. SCs are expected to consistently enforce and uphold policies and procedures.

On-Call Responsibilities – SCs participate in an on-call rotation, which includes weeknights and weekends that guests are present throughout May, June, July and August. Being on-call is a critical component of maintaining a safe and fun living environment. While on-call, SCs are expected to complete rounds, interact with guests, maintain presence at the Summer Conference front desk, respond to emergencies, and submit on-call logs, etc. While on-call, SCs are expected to remain in building from 7pm-7am (weeknights and weekends) and available on-campus during the day (weekends only).

Responsible Community Presence - SCs are expected to reside in building and maintain a visible presence for guests. SCs encountering community issues anywhere may need to respond through personal action or involving on-call personnel.

Diversity and Inclusion

Statement of Inclusion – SCs will exhibit attitudes and behaviors that show respect for all guests regardless of race, color, religion, creed, sex, sexual orientation, gender identity, national origin, ancestry, age, veteran status, or disability. SCs will actively pursue an inclusive and caring community environment, including the confrontation of actions inconsistent with community values, and will support all guests while they reside at the University.

Administrative

Campus Life Administration and Support – An important aspect of the SC role is to provide support to the University's Campus Life Office. Significant aspects of the role will be assisting with guest check-ins and check-outs, managing keys and key cards for summer conferences, maintaining summer conference binders, and addressing building cleanliness. Additional responsibilities include regular on-call reports, room inventories, check-ins with guests while working in building, building and campus maintenance (i.e. painting, picking up trash, weeding, etc.), assistance in Viking Advisor training preparation, conference laundry, and other duties as assigned. SCs are expected to attend staff weekly meetings to be briefed on the weeks events and tasks.

Communication – SCs model healthy and appropriate communication with all members of the Augustana community and Summer Camps and Conference guests. SCs should address guest questions and concerns throughout the day and during evening hours of operation at the front desk. It is also important that SCs remain in good communication with their supervisor at all times, responding in a timely fashion to communications, following up as appropriate, and keeping their supervisor informed of anything that may

impact job performance. Augustana-provided email addresses will serve as the primary method for communication, unless otherwise agreed upon with a supervisor.

Position Dates

This position starts Monday, May 21 and ends Monday, August 6 at 5 pm. Training will be held on May 21 & 22.