

**SUMMER
STUDENT JOB DESCRIPTIONS
Western Carolina University
Department of Residential Living**

OFFICE ASSISTANT (Up to 40 hours per week)

Responsibilities: basic office duties; answering telephone; typing, filing; making photocopies; computer work to include letters, notices, spreadsheets and databases; taking and relaying messages; customer services including answering questions of students, parents and administrators; running errands; preparing large mailings; and other tasks as assigned.

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**RESIDENTIAL FACILITIES TECHNICIAN (Up to 40 hours per week)**

**Responsibilities:** performing tasks necessary for maintenance of residence halls, including, but not limited to furniture/furnishing repair; baseboard and ceiling tile replacement/repair; installation and repair of Venetian blinds; light bulb replacement; moving furniture; conducting inventory; manufacturing and repairing window screens.

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RESIDENTIAL FACILITIES PAINT CREW (Up to 40 hours per week)

Responsibilities: performing all tasks associated with the preparation and painting of interior masonry of residential facilities, as well as clean-up of same. Painting experience is not required, but preferred.

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**HOUSEKEEPING ASSISTANT (Up to 40 hours per week)**

**Responsibilities:** assist in the maintenance of all public areas of the residence halls, including, but not limited to vacuuming public areas, sweeping and mopping of stairwells and dusting. During summer clean-up, assist in stripping, waxing and buffing floors; changing out of mattresses, etc.

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While employed by the Department of Residential Living, it is expected that you follow the guidelines of Western Carolina University and the Department of Residential Living policies and regulations.

If you have any questions, please feel free to contact us at:

**Western Carolina University
The Department of Residential Living
1st West Scott Hall
159 West University Way
Cullowhee, North Carolina 28723
828-227-7303
Monday through Friday, 8:00 AM to 5:00 PM**

(OVER)

MINI-MESTER

Are you attending May Mini-Mester? ____ If so, what are your available times to work (AM-PM)?

Monday _____ Tuesday _____ Wednesday _____

Thursday _____ Friday _____

How many hours per week are you available to work: Mini-Mester _____?

Will you be attending Summer School? ____ If so, which Session do plan to attend.

1st Session? ____ 2nd Session? ____ Both Sessions? ____

SUMMER SCHOOL

1ST Session

Please list your available times to work (AM-PM) during the week:

Monday _____ Tuesday _____ Wednesday _____

Thursday _____ Friday _____

How many hours per week are you available to work: 1st Session _____?

SUMMER SCHOOL

2nd Session

Please list your available times to work (AM-PM) during the week:

Monday _____ Tuesday _____ Wednesday _____

Thursday _____ Friday _____

How many hours per week are you available to work: 2nd session _____?

Do you plan to live in the Mini-Mester and/or Summer School residence halls? ____

Dates available for work: Starting _____ Ending _____

Do you anticipate participation in an activity, teaching, internship or other commitments?

Have you been hired on-campus for next semester? ____ If so, what Dept. or employer

