

### *Summer Position – Morning Office Coordinator*

**Title:** Morning Office Coordinator

**Job Dates:** May 15 – August 19; Training is on May 8 – May 11 from 9am – 5pm

**Job Schedule:** The Morning Office Coordinator will work Monday – Friday from 7:30am – 1:00pm for the following dates: May 15 – August 19.

**Level of Responsibility:** High. Office Coordinators will be responsible for communication with clients on a daily basis. These positions will have a general schedule, but may be required to work hours outside of this schedule as needed. These positions require leadership skills and responsibilities. Office Coordinators will be a back-up for the on-call system all summer if an emergency arises with one of the groups they are responsible for.

**Compensation:** Free room and meals (as available) during the summer. Summer Office Coordinators will generally be assigned a single bedroom. Office Coordinators are also provided a stipend of \$10/hour.

### *Summer Position – Afternoon Office Coordinator*

**Title:** Afternoon Office Coordinator

**Job Dates:** May 15 – August 19; Training is on May 8 – May 11 from 9am – 5pm

**Job Schedule:** The Afternoon Office Coordinator will work Monday – Friday from 12:30pm – 6:00pm for the following dates: May 15 – August 19.

**Level of Responsibility:** High. Office Coordinators will be responsible for communication with clients on a daily basis. These positions will have a general schedule, but may be required to work hours outside of this schedule as needed. These positions require leadership skills and responsibilities. Office Coordinators will be a back-up for the on-call system all summer if an emergency arises with one of the groups they are responsible for.

**Compensation:** Free room and meals (as available) during the summer. Summer Conference Coordinators will generally be assigned a single bedroom. Office Coordinators are also provided a stipend of \$10/hour.

### *Summer Position – Evening Customer Service Assistant*

**Title:** Evening Customer Service Assistant

**Job Dates:** May 22 – August 8; Training is on May 8 – May 11 from 9am – 5pm

**Job Schedule:** The Evening Customer Service Assistant will work 2-3 evening shifts a week for the following dates: May 22 – August 8. Evening Customer Service Assistants will either work on weekdays and will have an alternating schedule (M, W, F on Week 1, and T, Th on Week 2). On weekdays, they will be at a customer service desk from 5:00pm – 9:00pm and will hold an after-hours customer service phone until 9:00am the following morning. Assistants are not required to sit at a desk or stay awake while holding the phone, provided that they are able to answer calls if they should occur.

**Level of Responsibility:** Moderate. Evening Customer service Assistants will be responsible for providing daily customer service. These positions will have a set schedule. Occasionally, Conference Assistants may be asked to work hours outside of this schedule, but these requests should be rare and will include additional compensation of \$10/hour for time worked outside of set schedule.

**Compensation:** Free room and meals (as available) during the summer. Evening Customer Service Assistants will generally be assigned a single bedroom. Evening Customer Service Assistants do not receive an additional stipend.

### ***Summer Position - Morning Summer Conference Assistant***

**Title:** Morning Summer Conference Assistant

**Job Dates:** May 15 – August 19; Training is on May 8 – May 11 from 9am – 5pm

**Job Schedule:** The Morning Summer Conference Assistant will work Monday – Friday from 7:30am – 1:30pm for the following dates: May 15 – August 19.

**Level of Responsibility:** Moderate. Summer Conference Assistants will be responsible for providing daily customer service. These positions will have a set schedule. Occasionally, Conference Assistants may be asked to work hours outside of this schedule, but these requests should be rare and will include additional compensation of \$10/hour for time worked outside of set schedule. Conference Assistants in this position will not be required to be on-call.

**Compensation:** Free room and meals (as available) during the summer. Summer Conference Assistants will generally be assigned a single bedroom. Summer Conference Assistants are also provided a stipend of \$100 per week.

### ***Summer Position – Afternoon Summer Conference Assistant***

**Title:** Afternoon Summer Conference Assistant

**Job Dates:** May 15 – August 19; Training is on May 8 – May 11 from 9am – 5pm

**Job Schedule:** The Afternoon Summer Conference Assistant will work Monday – Friday from 12:00pm – 6:00pm for the following dates: May 15 – August 19.

**Level of Responsibility:** Moderate. Summer Conference Assistants will be responsible for providing daily customer service. These positions will have a set schedule. Occasionally, Conference Assistants may be asked to work hours outside of this schedule, but these requests should be rare and will include additional compensation of \$10/hour for time worked outside of set schedule. Conference Assistants in this position will not be required to be on-call.

**Compensation:** Free room and meals (as available) during the summer. Summer Conference Assistants will generally be assigned a single bedroom. Summer Conference Assistants are also provided a stipend of \$100 per week.

### ***Summer Position – Weekend Summer Conference Assistant***

**Title:** Weekend Summer Conference Assistant

**Job Dates:** May 15 – August 19; Training is on May 8 – May 11 from 9am – 5pm

**Job Schedule:** The Summer Conference Assistant will work office hours on Friday, Saturday and Sunday from 10:00am – 4:00pm for the following dates: May 19 – August 8. Summer Conference Assistant will be on-call on Saturday and Sunday while holding an after-hours customer service phone outside of office hours.

**Level of Responsibility:** Moderate. Summer Conference Assistants will be responsible for providing daily customer service. These positions will have a set schedule. Occasionally, Conference Assistants may be asked to work hours outside of this schedule, but these requests should be rare and will include additional compensation of \$10/hour for time worked outside of set schedule. Conference Assistants in this position will not be required to be on-call.

**Compensation:** Free room and meals (as available) during the summer. Summer Conference Assistants will generally be assigned a single bedroom. Summer Conference Assistants are also provided a stipend of \$100 per week.