

Summer Position – Morning Office Coordinator

Title: Morning Office Coordinator

Job Dates: May 14 – August 18; Training is on May 7 – May 10 from 9am – 5pm

Job Schedule: The Morning Office Coordinator will work Monday – Friday from 7:30am – 1:00pm for the following dates: May 14 – August 18.

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 14 – August 18; Training is on May 7 – May 10 from 9am – 5pm

Job Schedule: The Afternoon Office Coordinator will work Monday – Friday from 12:30pm – 6:00pm for the following dates: May 14 – August 18.

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 – Evening Customer Service Assistant

Title: Evening Customer Service Assistant

Job Dates: May 18 – August 8; Training is on May 7 – May 10 from 9am – 5pm

Job Schedule: The Evening Customer Service Assistant will work 3-4 evening shifts a week for the following dates: May 18 – August 8. Evening Customer Service Assistants will either work on weekdays and will have an alternating schedule (Sun, Tue, Thu, and Sat on Week 1, and Mon, Wed, Fri on Week 2). Will be responsible for the after-hours customer service phone from 5:00 p.m. (4:00 p.m. on weekends) until 8:00 a.m. 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 14 – August 18; Training is on May 7 – May 10 from 9am – 5pm

Job Schedule: The Morning Summer Conference Assistant will work Monday – Friday from 7:30am – 1:30pm for the following dates: May 14 – August 18.

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 14 – August 18; Training is on May 7 – May 10 from 9am – 5pm

Job Schedule: The Afternoon Summer Conference Assistant will work Monday – Friday from 12:00pm – 6:00pm for the following dates: May 14 – August 18.

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 18 – August 18; Training is on May 7 – May 10 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 18 – August 7.

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.