SENIOR PROGRAM ASSISTANT
The Department of Housing & Residence Life at the University of Minnesota Duluth, provides a Summer Senior Program experience during the summer months, allowing native and non-native Minnesotans the opportunity to come and experience UMD and Duluth, Minnesota for a 5, 8, or 10 week time span. The Senior Program Assistants works to assist the Summer Senior Program participants throughout the summer.

DUTIES AND RESPONSIBILITIES
- Actively participate in training and meetings with supervisor
- Perform administrative duties with regard to the Summer Senior Program. This may include helping to operate the information desk, performing check-in/check-out duties for the Summer Senior Program, offering customer service to Senior Program guests and visitors, disseminating information about events and program policies through a weekly newsletter, planning and organizing Summer Senior Program activities and events, as well as other duties as assigned.
- Assist all participants in interpreting and ensuring compliance with all Summer Senior Program rules and policies
- Maintain the desk/office areas in a professional manner
- Act as a public relations liaison – providing campus and local information, while facilitating interaction with Summer Senior Program participants
- Maintain punctuality and desire to serve customers
- Perform other duties as assigned, including work in the Department of Housing & Residence Life central office and with other special projects
- No additional outside employment is permitted while serving in the Senior Program Assistant, role

ELIGIBILITY
- Current student of the University of Minnesota Duluth (graduate or undergraduate)
- Prepared to have flexibility in hours and scheduling
- Work experience that demonstrates assertiveness, initiative, organization and problem solving skills
- Possession of a valid driver’s license
- Positive attitude and enthusiasm for working with the Summer Senior Residents
- Work experience within the Department of Housing & Residence Life and/or with summer conferences at the University of Minnesota Duluth is required
- During their period of service, the Senior Program Assistant may take classes online only
- Based on qualifications of candidates, applications may be screened and interviews offered to a limited number of applicants only
REQUIREMENTS & CONDITIONS:

Academics:
  a. A Summer Senior Program Assistant maintains current and cumulative GPAs of 2.5 or higher.

Training, Mandatory Assignments, and Program Ending:
  a. From May 9, 2016 to May 27, 2016, Summer Senior Program Assistants will work from 8:00am-4:30pm Monday through Friday (40 hours per week) in order to prepare the Summer Senior Program for success prior to program commencement
  b. After May 31, 2016, Summer Senior Program Assistants will work an average of 20-25 hours per week (Monday-Friday) during the hours of 8:00am-4:30pm, with additional occasional commitments in the evening and on the weekends for life-long learning programs, etc.
  c. Summer Senior Orientation/Training from 8:00am to 4:00pm on Monday, May 9, 2016 and 8:00am to 4:00pm on Tuesday, May 10, 2016
  d. Summer Senior Program check-in dates from 8:00am to 4:30pm on Tuesday, May 24, 2016; Tuesday, June 8, 2016; and Tuesday, June 28, 2016
  e. Summer Senior Program signature events from 4:00pm to 10:00pm on Thursday, June 16, 2016; Thursday, June 23, 2016; Thursday, June 30, 2016; Thursday, July 14, 2016; and Thursday, July 28, 2016
  f. Summer Senior Program Ending from 8:00am to 4:30pm on Wednesday, August 3, 2016; Thursday, August 4, 2016; and Friday, August 5, 2016
  g. Summer-End Closing (through 4:30pm on Friday, August 5, 2016)

REMUNERATION

As remuneration, a Summer Senior Program Assistant receives..
  • residency in a 2-bedroom apartment (the apartment may be shared with a teammate)
  • $2000.00 stipend

PREFERRED QUALIFICATIONS

Administrative skills:
  • Ability to complete paperwork in a thorough, neat and timely manner
  • Ability to quickly understand and carry out new procedures
  • Ability to take initiative on projects and other tasks with little direction

Decision-making skills:
  • Ability to effectively make decisions independently and communicate decisions to proper individuals
  • Ability to solve problems with little information
  • Ability to proof documents for errors

Customer service skills:
  • Ability to anticipate and listen to the needs of the Summer Senior Program participants
  • Ability to effectively communicate directions and procedures
  • Ability to connect quickly and develop rapport with a variety of individuals
  • Ability to create a welcoming atmosphere for the Summer Senior Program participants
  • Ability to act as a public relations liaison

Flexibility:
  • Ability to manage stressful situations with a positive attitude
  • Ability to respond quickly to change with minimal stress
TO APPLY
Go to the Housing & Residence Life website under employment & leadership to download the application. Completed applications must be turned into the Housing & Residence Life (LSH 149) office by **4:00pm Friday February 5, 2016**.

2016 TIMELINE
February 5: Application deadline by 4:00 pm to the Housing and Residence Life Office (LSH149)
February 9-12, 15-18 Interviews take place
February 22: Candidates notified of selection results

The University of Minnesota is an equal opportunity educator and employer.