

Summer Housing Assistant Job Description

Housing Assignments:

- Entry of incoming student housing preference into Roommate Matching program
- Help with assignment and mailings of TBA and Summery Lottery Students
- Help with assignment and mailings of Visiting Students, Readmits, Transfers and Adas
- Help with Housing Assignment Letters, Folding and Stuffing
- Entry of Assignments into Banner Housing form.

Off-Campus Petitions:

- Prepare off-campus petitions for Off-Campus Housing Board
- Copy letter for all board members
- Make copies of each petition and supporting materials
- Create packets for each member with a copy of each petition
- Create chart for packet which summarizes the following: student name, ID#, class year, current house/room, reason (medical, financial, other) and one blank column to record decisions of board.
- Save original petitions and materials and place in folder in alpha order

Summer Housing Assignments:

- Help coordinate assignments for current and incoming students each week
- Help keep up to date, recent summer housing applications and dates of occupancy
- Coordinate with Summer HR/HC students arriving and departing each week.
- Help coordinate keys and meal cards for all summer housing and billing for lost keys and meal cards.

Phone/Email Correspondence:

- Become knowledgeable enough of housing issues to take phone calls and do correspondence with all incoming students and returning students
- Respond to emails received at the Housing@smith.edu email address

Miscellaneous projects as assigned

General Job Expectations

- Meet weekly with the Housing Coordinator
- No more that 1 week away is permitted during the contracted period
- Develop a consistent work schedule with Housing Coordinator
- Make good decisions around issues of confidentiality