

Housing & Residential Experience Center Summer Crew

The Housing & Residential Experience Center Summer Crew position's primary goal is to assist the office with departmental projects to prepare for summer conferences and the upcoming academic year.

Main Job Responsibilities:

- Moving and assembling furniture in the residence halls
- Moving red bins up and down campus
- Creating and distributing linen packets
- Escorting companies, contractors, & departmental partners around the residence halls
- Assisting Summer Conference Coordinator with conference tasks
 - Key check-in/check-out
 - Event set up and clean up
 - On call responsibilities when conferences are on campus
- Cover the front desk in the (HREC) office
- Answer questions from incoming phone calls or walk-ins
- Distribute keys to students, campus partners, or third-party contractors
- Provide information regarding HREC processes and policies
- Assist with lockouts
- Submit work order information to professional staff
- Organize and distribute packages and letters
- Occasional weekend shifts required
- Assist HREC professional staff with various administrative tasks
- Other duties as assigned

This position requires standing and lifting at least 50% of the time.

This position reports directly to the Community Operations Coordinator, Eliza Quinones (equinones@wpi.edu), and is overseen by the Assistant Director of Residential Experience, Kassie Ozoonian.

Qualifications:

Current or enrolled WPI student and the ability to lift 50lbs or more.

Compensation

The Summer Crew position includes on-campus housing during the summer months. The first 10 hours worked each week are considered part of the housing compensation. Any additional hours work will be compensated at a \$15/hour rate.

Time Commitment

Summer Crew students are expected to work at least 10 hours per week to receive housing compensation. The maximum number of hours given per week is 15 with only 5 hours being paid hours. This position is ideal for WPI students who need housing in the area as a supplement to another summer position (internship, second job, research, etc.)

Please email housing@wpi.edu if interested in the position to set up an interview with the Community Operations Coordinator or the Assistant Director of Residential Experience.