



Housing & Residential Life **Summer Host Position Description**

The Summer Host serves as a representative of the BSU Residential Life office and Bemidji State University to the population attending conferences and workshops, students and parents, and the general public. **Duties listed below reflect those possible for this position. Since communities have different needs, specific duties will be discussed with the supervisor.**

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Serve as the Resident Assistant (RA) for summer school residents (if assigned to this area) and perform duties outlined in the RA position description.
- Demonstrate positive public relations on behalf of Housing & Residential Life and BSU.
- Serve as a Housing & Residential Life contact person for summer students and/or conference groups working directly with conference leaders and BSU Summer Program Director.
- Assist in the provision of services and facilities to conferences, workshops, and other guests of BSU.
- Assist in coordinating housing arrangements for guests.
- Perform general office duties.
- Plan programming for guests.
- Work scheduled desk shifts and rotating schedule of On-Duty hours.
- Other duties as assigned.

SUPERVISION RECEIVED:

General supervision is received from the Area Director/Residence Hall Director and the Summer Assistant Residence Hall Directors.

MINIMUM QUALIFICATIONS:

This is a live-in position for approximately 15 hours per week part-time. Minimum of one year live-in experience in the BSU residence halls, knowledge of BSU residence halls, campus, offices and services necessary. Previous residence hall experience preferred. A desire to work with people and the ability to be flexible with hours and occasional long days necessary. A minimum GPA of 2.00 is required. Must be in good standing with the university conduct system. Must be enrolled in summer courses and/or fall classes.

REMUNERATION:

Remuneration for the Summer Host will be housing in the assigned area, plus pay by the hour for reception desk, making beds, and other duties assigned.