Purpose of the Position:
The Office of Residence Life employs undergraduate students to serve as Team Leaders during the summer months (May 8, 2017 – August 14, 2017). This position is a representative of Bowling Green State University and the Office of Residence Life. The Team Leader serves as part of the leadership team for summer conferences. This position will assist in managing the administrative processes around summer conferences. The Team Leader works directly with Summer Hall Directors to operate the assigned residence halls. In addition, the Team Leader is to provide administrative support to the Assistant Director and Coordinator overseeing the summer programs.

Duties & Responsibilities:
The following is a list of typical responsibilities, but this is not an exhausted list:

Administrative:
- Oversee when2work for you assigned area
- Prepare buildings for conference usage
- Close down buildings at the end of the summer conference season
- Assist with and work Early Arrival check in during fall semester
- Track linen counts of deliveries and pick ups
- Maintain accurate records of house books and check-in/out records for your area
- Assist Hall Director with billing paperwork
- Assist with organizing and run staff meetings
- Ensure maintenance concerns and emergency situations are reported and handled
- Assist with and help Hall Director the day-to-day operations of a conference housed in a residence hall (i.e. administrative duties, scheduling the front desk, etc.)
- Assist with front desk coverage and camp check in coverage

Customer Service:
- Provide the highest level of customer service and ethical decision making
- Serve as an ambassador/recruiter for Bowling Green State University
- Communicate polices/procedures to conference guests

Crisis Response:
- Assist with on-call (overnight in assigned buildings)
- Serve on-call during N.A. Ghanaian and Sigma Chi conferences.

Staff Development:
- Assist with training conference team on operations, policies, and procedures
- Attend mandatory training sessions and staff meetings
- Other duties as assigned (i.e. lifting, carrying/moving luggage, boxes, etc.)

Qualification:
Candidates must demonstrate academic proficiency (minimum of 2.5 cum GPA), be in good judicial standing with the University at the time of application and throughout the term of employment. Strong customer service, communication, and campus involvement is highly sought. Preference will go to students who currently live on campus, and plan to return to campus for the next year. In addition, preference will be given to students who have experience with summer conferences. Candidates offered the position will need to pass the Ohio Bureau of Criminal Investigation (BCI) background check prior to starting employment.
**Important Notes:**
Due to the position responsibilities lasting until August 14, 2017, students who are planning to be an RA, CA, SDM, APM, or SMART Staff in 2017-18 are not eligible for this position. In addition, due to the demands no additional on-campus position can be held during the time of employment, nor may Team Leaders enroll in any summer courses. There are also times that vacation cannot be taken during the summer months, which are: Sigma Chi Conference (July 31 – August 6) and Training (May 8 – 19). Team Leaders receive 16 nights away during summer employment. These nights are meant to be used throughout the summer, and cannot be saved up until last week of employment. Additionally, the dates when there are conference guests who are under the age of 18 staying in the Residence Halls where staff live, Summer Staff may not have overnight guests.

**Remuneration:**
This position is an hourly position of approximately 28 hours per week at $8.25 per hour. During peak times, Team Leaders will work additional hours. Team Leaders also will receive a room for the summer, as Team Leaders are required to live on campus during the summer months. Team Leaders will also receive $150 in Falcon Dollars to assist with meals.

**To Apply:**
To apply for this position, please fill out the application located at: [https://orgsync.com/98234/forms/252804](https://orgsync.com/98234/forms/252804) by March 31, 2017 at 5 p.m. Late applications will NOT be accepted. After applications are received they will be reviewed and interviews offered to select candidates.