

The Southern Baptist Theological Seminary

Position Description

Position Title: Summer Housing Staff

Department: Student Housing

Position Code: G0447

Date Prepared: 4/9/18

FLSA Status: Exempt Non-Exempt

Full Time: Yes No

JOB SUMMARY:

The Summer Housing Staff position is a part-time position within the Student Housing Department that serves to prepare dormitory housing for summer camps and Boyce College/SBTS dorm students for the fall semester. This is a temporary position which begins in May and concludes in August. This position requires availability on the following Fridays: 6/8, 6/15, 6/22, 6/29, 7/6, 7/13, 7/20.

ESSENTIAL JOB FUNCTIONS:

The employee in this position will have the following essential job functions:

- Set up dorm rooms for campers
- Clean camp rooms at the end of each week in preparation for the following week of camp
- Prepare dorm rooms for students for the fall semester
- Assist with miscellaneous housing projects

Performs other duties as may be assigned by supervisor.

EDUCATION:

The person in this position does not need to have completed any specific level of education.

EXPERIENCE:

The person in this position should be able to conduct oneself in a professional manner and be able to communicate well both verbally and in writing. Manual labor and housekeeping experience is preferable.

SUPERVISION:

The person in this position will supervise no one.

The person in this position will report to the Student Housing Inspector and Assistant Manager of Student Housing.

WORK ENVIRONMENT:

The person in this position will work in residential buildings on campus. This position requires heavy lifting, cleaning, and a great deal of manual labor.

EQUIPMENT:

The person in this position will use the following equipment: cleaning supplies and basic tools.