

## **Northwestern Michigan College Job Description**

<b>Job Title:</b>	Summer Conference Host-Student Employee
<b>Department:</b>	Housing
<b>Reports To:</b>	Associate Residence Life Supervisor
<b>FLSA Status:</b>	Non-Exempt
<b>Prepared By:</b>	Summer Rawlings, Associate Residence Life Supervisor
<b>Prepared Date:</b>	March 18, 2003, Revised March 28, 2005, Revised March 19, 2007
<b>Approved By:</b>	Bill Hendry
<b>Approved Date:</b>	March 28, 2003

### **Summary**

This person is the liaison between the Housing Office and guests and is responsible for planning, coordinating, conducting, and supervising group activities. This student employee is required to live in an on-campus dorm room, which is provided as compensation for performing this job. Training for this position will be provided by the Housing Office.

### **Requirements**

To be eligible for student employment in a semester, the student must be enrolled half time during that semester (minimum NMC academic credits: 6 for fall; 6 for spring; 3 for summer).

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

### **Daily:**

- Eat lunch and dinner with groups.
- Go through checklists with groups each day.
- Provide water for band and football camps.
- Plan and supervise evening programming for groups.
- **Rotate after hour on-call responsibilities with Summer Resident Assistant.**

### **Weekly:**

- Write a weekly planning report on group programming prior to the weekly activities.
- Write a weekly summary report of the group programming at the conclusion of the week.

### **Supervisory Responsibilities**

This job has no supervisory responsibilities.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience**

High school diploma or general education degree (GED); or one to three months' related experience and/or training; or equivalent combination of education and experience.

**Additional Information**

Previous experience in summer camps, residence life, or with high school students preferred. This employee is must be able to stay calm in heated situations.

**Language Skills**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups and effectively present information and respond to questions from groups of managers, clients, customers, or employees of the college.

**Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**Reasoning Ability**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Certificates, Licenses, Registrations**

None.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The noise level in the work environment is usually moderate.