Department Mission:
The Office of Residential Life and Housing at the University of Missouri-St. Louis is committed to providing on-campus housing and maintaining a learning environment that encourages academic success, student engagement, personal growth and personal responsibility.

Position Responsibilities:
- Greet residents and guests at the main offices for the department in Provincial House and Mansion Hill
- Provide information and answer inquiries regarding housing: different room options, meal plans, cost, amenities, length of contracts
- Receive phone calls and take messages for the professional staff
- Function independently in the absence of professional staff
- Assist with administrative tasks as directed by the Residential Life and Housing staff
- Serve as a resource for visitors and prospective students
- Give informational and exciting tours of the residential facilities
- Enforce and explain policies
- Sort and distribute mail
- Take appropriate measures to ensure a safe living environment
- Answer walk-up or telephone inquiries about campus resources and events
- Direct calls and/or info in the case of an emergency

Requirements:
- Must be enrolled as a full-time student during the period of employment.
- Must be in good standing with the University.
- Maintain a minimum cumulative grade point average of 2.5 before and during employment.
- Have flexibility to work weekends.
- Proficiency in Microsoft Excel and Microsoft Word are considered an asset.

Compensation:

Hourly wage: $8.00 per hour, averaging 8-20 hours per week

Required Training Dates:
- Summer OA: May 3rd, 2019
- Academic Year OA: August 12th - 15th, 2019