



## DUTY STUDENT ASSISTANT

**DATES OF EMPLOYMENT:** May 18 – August 12, 2026

**SUPERVISORS:** Joellen Peterson, Conference Services Coordinator & Christie Moody, Resident Services Coordinator

## RESPONSIBILITIES:

- Provide excellent customer service to conference guests, housing residents and the campus community.
- Assume duty responsibilities three to four times per week over the summer session, as assigned.
- Note: Conference operations are open throughout the summer (including holidays); staff members will be expected to work weekends and holidays.
- Attend training sessions and staff meetings. (One staff meeting is permitted to miss, after that verbal and written warnings will be issued.)
- Submit duty reports upon the conclusion of each shift.
- Must respond to emergency situations with a sense of urgency and physical effort.
- Must maintain confidentiality of sensitive information.
- Assume other responsibilities as assigned.

### Specific responsibilities of Duty include:

- Ensure a safe and secure environment for Conference guests and housing residents.
- Provide routine facility inspections for maintenance needs.
- Aid Conference guests and housing residents with lockouts and/or other concerns.
- Maintain communication with the Conference desk, leads, and supervisors.
- Confront and respond to residents or guests that violate community guidelines.
- Check guests in and out of residence halls after hours, issue check-out items, linens and maintain records.
- Responsible for specific knowledge of each conference group regarding where they are staying and what specific services each group will receive.
- Function as an information source, answer questions, refer guest complaints and comments to appropriate staff members.
- Maintain incident and maintenance repair logs and coordinate responses with appropriate staff members.
- Check out equipment and supplies such as blankets, towels, sheets, etc. as needed.
- Maintain appropriate dress code.
- Operate various computer programs, including: StarRez and Onity, etc. (training provided).

## QUALIFICATIONS:

- **Must be available to work through the full session, May 18 – August 12, 2026.**
- Continuing students must be enrolled at Cal Poly Humboldt for a minimum of six units for the fall semester or be enrolled in summer session. Graduating seniors may work up until mid-August, if not enrolled for Fall 2026.
- Strong administrative skills as well as attention to detail are critical.
- Must possess strong interpersonal communication skills and the ability to project a positive image and attitude about the conference operations, the Department of Housing & Residence Life and the University.
- For reasons of safety and security, must successfully pass a background check prior to the start of employment.
- Drivers License/ Defensive Drivers Certificate is preferred.

## COMPENSATION:

- You'll receive \$457.05 as a stipend per month which is prorated in May and August which are not full months.
- A single room in a shared apartment is provided.
- One meal per shift at The J or Marketplace, when open, will be provided as an additional benefit.