Department: ResLife

Department Head: Maureen Wilson

Department Location Building name and Room No: Surbeck/ResLife Office

Department Telephone No: 605-394-2348

Number of Positions to be filled: 2

Average number of hours per week each student would be expected to work: 10-15

Specific qualifications or experience (i.e. Computer Science majors):

Position #1 - Vacuum cleaner maintenance - must be capable of self-directed work; Knowledge of vacuums or ability to learn vacuum maintenance is a must, too; must be capable of lifting 50 lbs. Position #2 - Office assistant/mail clerk - must be capable of lifting 50 lbs, sorting mail and following directions.

Specific duties:

Position #1 - Vacuum cleaner maintenance - responsible for maintenance of the residence hall fleet of student use vacuums; changing bags as needed, unclogging cleaning up, etc. Position #2 - Office assistant/mail clerk - responsible for the daily processing of on-campus student mail including delivery, forwarding, and more. Some office work as directed.