



Commencement & Reunion Housing  
6231 Mid Massachusetts Hall  
Hanover, NH 03755  
Phone: (603) 646-3288 Fax: (603) 646-0395  
[www.dartmouth.edu/~orl/housing/cr-housing](http://www.dartmouth.edu/~orl/housing/cr-housing)

## **Commencement and Reunion 2009 Head Clerk/Office Assistant Information**

Dear Applicant:

Thank you for your interest in working for the Office of Residential Life during spring term and during Commencement and Reunion 2009. If selected you will be providing a vital service to the families and guests of graduating students, and to the alumni/ae and their families who will be attending their class reunions.

Students hired to work in the Commencement and Reunion Housing Office will handle daily administrative duties alongside the C&R Housing Coordinator and Assistant. Responsibilities will include data entry, helping with mass mailings and responding to telephone calls, C & R's blitzmail account and questions from visitors. During the C&R period, the student office assistants will also serve as Head Clerks, helping the C&R Assistant and supervising a team of students, answering guests' questions and helping to deal with any problems that may arise during your shift. **In order to be considered for this position you must have some relevant experience in a previous job.**

Following this letter is a brief job description of the student office assistant position along with some job expectations. Please read them carefully. If you are interested in applying for a position in our office, please complete the head clerk employment application <[www.dartmouth.edu/~orl/cnremploy.html](http://www.dartmouth.edu/~orl/cnremploy.html)>. Applications are due by Monday, April 13, 2009. Paper applications should be returned to the Commencement and Reunion Housing Office in the first floor lounge of Mid Massachusetts Hall or to Patricia Hedin at HB 6231. After reviewing the applications, we will contact applicants to set up brief interviews within the following 2 weeks.

In the meantime, if you have any questions about our Commencement and Reunion student staff positions, please feel free to contact the Commencement and Reunion Housing Office at 646-3288.

Sincerely,

Patricia Hedin  
Coordinator-Commencement & Reunion Housing

**Dartmouth College**  
**Office of Residential Life**  
**Commencement & Reunion Housing Office**  
**Selected Head Clerk/Office Assistant Responsibilities and Other Information-2009**

**Brief Overview of C&R Housing:**

In March and April, guests apply for C&R Housing. The C&R Housing Office reviews applications, collects payments, completes data entry, coordinates room preparations, and makes housing assignments. Head Clerks begin working in late April. Eighty additional student staff begin working on June 11<sup>th</sup>. Virtually all rooms in residence halls will be used for guests from June 11-21, 2009. Beginning on June 11<sup>th</sup>, C&R Housing student workers clean and prepare all available rooms for Commencement and Reunion guests who start to arrive on June 12<sup>th</sup>. Room cleaning and key collection and distribution continue every day as guests arrive and depart. On June 21<sup>st</sup>, the last day of reunions, a final room cleaning is completed; this is essential because summer camp and conference guests move into some of the rooms that evening. In addition, rooms need to be ready for summer term students to move in on June 23<sup>rd</sup>. As a result, it is imperative that all C&R Housing student staff commit to working through June 21, 2009.

**Job Responsibilities:**

Under the supervision of the Commencement and Reunion Housing Coordinator and Assistant, the Commencement and Reunion Housing Student Office Assistants will work in the C&R Housing Office during spring term and will act as Head Clerks during the C&R period. Listed below is a sample of the major responsibilities of the C&R Student Office Assistant and Head Clerk:

1. Input applications and housing assignment information into the database.
2. Assist with the mailing of assignment notification letters.
3. Answer the telephone and respond to callers' questions.
4. Assist with the student staff training sessions.
5. Along with the C&R Assistant, supervise the C&R student staff, co-ordinate work schedules, and help with preparation of student payroll timesheets.
6. Assist the C&R Coordinator with room re-assignments, processing of guest payments, follow-up phone calls.
7. Serve as a problem-solver and trouble-shooter for guests with questions or concerns.
8. Report suspicious activities or behavior to the proper authorities.
9. Respond quickly and effectively to all emergencies.
10. Serve as a resource person to guests and program participants.
11. Represent the College in a mature, responsible, and pleasant manner.

**Remuneration:** The rate of pay for Student Office Assistants employed during the spring term and Commencement & Reunion 2009 will be based on experience:

First Season - \$8.75/hr, Second Season - \$9.00/hr, Consecutive Season - \$9.25/hr

In addition, during the 11 day C&R period you will receive a meal allowance based on one meal per day, two staff polo shirts and, if needed, on-campus housing.

**If your C&R Housing employment is terminated for any reason, you will forfeit your interim housing on campus and your meal allowance will be cancelled.**

**For more information about the Commencement and Reunion Housing Student Office Assistant position, please call (603)646-3288, or visit the Commencement and Reunion Housing Office in the first floor lounge of Mid Massachusetts Hall.**