



**Dartmouth College**

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*Office of Residential Life  
Commencement & Reunion Housing  
6231 MidMassachusetts Hall*

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## **2008 Commencement and Reunion Housing Student Staff Employment Information**

Dear Applicant:

Thank you for your interest in working for the Office of Residential Life during Commencement and Reunion 2008. 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 who are hired by the Office of Residential Life will work during the Commencement and Reunion period, from Thursday, June 5 through Sunday, June 15, 2008. They will work in teams, as both Hall Cleaners and Hall Clerks, providing assistance as needed in the residence halls. We are looking for trustworthy, responsible and flexible students who are willing to work hard to make this important occasion a successful and memorable one for our guests. **You must be available to work each day June 5<sup>th</sup> through June 15, 2008. Applicants with no other commitments during this period will be given priority in the hiring process.**

Attached is a brief description of the student staff position, along with the application and some job expectations. Please read them carefully. If you are interested in applying for a position in our office, please complete the attached application, or submit it on-line at <[www.dartmouth.edu/~orl/cnremploy.html](http://www.dartmouth.edu/~orl/cnremploy.html)>. Applications are due by Friday, April 25, 2008. Paper applications should be returned to the Commencement and Reunion Housing Office in the first floor lounge of Mid Massachusetts Hall.

Successful applicants will be contacted by early May. 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 Student Staff Responsibilities and Other Information - 2008**

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

Students (except graduating seniors) move out of their spring term rooms on June 4th, 2008. Beginning on June 5th, C&R Housing student workers clean and prepare all available rooms for Commencement and Reunion guests who start to arrive on June 6th. Room cleaning and key collection and distribution continue every day as guests arrive and depart. On June 15th, 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 17th. As a result, it is imperative that all C&R Housing student staff commit to working from June 5 through June 15, 2008.

**Job Responsibilities:**

The Commencement and Reunion Housing student staff will work in teams to provide a wide variety of services to Commencement and Reunion guests. Listed below are examples of the major job responsibilities:

1. Clean and prepare rooms for Commencement and Reunion program guests.
2. Assist the building custodians with the preparation of public and common-use areas in the buildings used for Commencement and Reunion program guests.
3. Greet guests as they arrive in the residence halls.
4. Distribute, collect, and catalog room keys.
5. Serve as a problem-solver and trouble-shooter for guests who have questions or concerns.
6. Report suspicious activities or behavior to the proper authorities.
7. Respond quickly and effectively to all emergencies.
8. Deliver requested supplies or items to buildings or individual guests' rooms.
9. Serve as a resource person to guests and program participants.
10. Represent the College in a mature, responsible and pleasant manner.

A more detailed job description will be provided to each student employee after the hiring process and during the Orientation session.

**Remuneration:** The rate of pay for students employed during Commencement & Reunion 2008 will be based on experience:

First Season - \$7.25/hr, Second Season - \$7.50/hr, Consecutive Season - \$7.75/hr

In addition, you will receive a meal allowance based on one meal per day, two staff t-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 staff positions, please call (603) 646-3288, or visit the Commencement and Reunion Housing Office in the first floor lounge of Mid Massachusetts Hall.