**Commencement and Reunion 2018**

**Student Staff Employment Information**

Dear Applicant,

Thank you for your interest in working for the Office of Residential Life during Commencement and Reunion 2018. If selected, you will be providing a crucial service to families and guests of graduating seniors and to alumni/ae and their families attending class reunions.

Students who are hired by the Office of Residential Life will work during the Commencement and Reunion period from Thursday, June 7th through Sunday, June 17th. They will work in teams, as both Hall Clerks and Hall Cleaners, 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 7th through June 17th, 2018. Applicants with no other commitments during this period will be given priority in the hiring process.**

Below this letter is a description of the student staff 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 Student Staff Employment application found at [www.dartmouth.edu/~orl/cnremploy.html](http://www.dartmouth.edu/~orl/cnremploy.html). Applications are due by **Monday, April 23rd 2018**. Paper applications should be returned to the Commencement and Reunion Housing Office on the first floor of Mid Massachusetts Hall.

Selected applicants will be contacted in spring term. In the meantime, if you have any questions about our Commencement and Reunion Housing student staff positions, please feel free to contact the Commencement and Reunion Housing Office at 646-3288.

Sincerely,

Seth Chambers

Coordinator-Commencement & Reunion Housing

**Dartmouth College**

**Office of Residential Life**

**Commencement and Reunion Housing Office**

**Selected Student Staff Responsibilities and Other Information - 2018**

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

Students (except graduating seniors) move out of their spring term rooms on June 6, 2018. Beginning on June 8th, C&R Housing student workers prepare and clean all available rooms for Commencement and Reunion guests who start to arrive on June 8th. Room cleaning and key collection and distribution continue every day as guests arrive and depart. On June 17th, 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 19th. As a result, it is imperative that all C&R Housing student staff commit to working from June 7th through June 17, 2018.

**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 is a sample of the major responsibilities of the student staff.

1. Prepare and clean rooms for Commencement and Reunion 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 with 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 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 2011 will be based on experience:

First Season - $11.00/hr, Second Season - $11.25/hr, Consecutive Season - $11.50/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 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.**

**Student Staff Application**

**APPLICATIONS WILL BE ACCEPTED UNTIL POSITIONS ARE FILLED**

THIS POSITION REQUIRES A COMMITMENT

FROM JUNE 7th *through* JUNE 17th, 2018. DURING THESE 11 DAYS, THIS JOB

MUST BE YOUR SOLE EMPLOYMENT AT DARTMOUTH COLLEGE.

**This document is in a Word document. Please use the tab or mouse to move from one form field to the next.**

**Once complete, please save and submit paper copy or e-mail to Commencement.and.Reunion.Housing@dartmouth.edu.**

Name (Last, First)       Class

Hinman Box       Dartmouth ID#       Phone#

Hometown and state or country

Will you be enrolled in classes spring term? Y   N

Will you be enrolled in classes summer term?  Y  N

Are you available by BlitzMail?  Y  N

Are you a College approved driver?  Y  N

Are you willing to take the driver test to become approved?  Y  N

Are you available to work shifts between 8:00 a.m. and 1:30 a.m.?  Y  N

Are you available to start work on Thursday, June 7th and continue through Sunday, June 17th?

(includes 8+ hour shifts with one or two from 12am-8am)  Y  N

Have you worked for Residential Life or another College office during Commencement & Reunion?  Y  N

If yes, when and at what job? Please also describe your duties:

Have you worked at another job, on-campus or off, that required relevant experience?

Experience:

Job Title:       When:

Supervisor's name:       Phone:

What three attributes would you bring to the C&R team?

Are you a member of any group that performs during the Commencement and Reunion period?

Y  N If yes, which one?

Have you ever received any disciplinary sanctions from the Office of Residential Life or the Deans' Office?

Y  N If yes, please explain:

**IMPORTANT:** If employed, will you need Commencement & Reunion interim housing?  Y  N

If yes, you must fill out an Interim Housing Application on Banner Student before May 14th. In order to be eligible for interim housing you must be enrolled either spring or summer term. This includes college-owned GLOS housing; if you plan on staying in college-owned GLOS housing during the interim, you must fill out an Interim Housing Application. (continue)

**Commencement & Reunion Housing Office**

**Selected Student Staff Expectations**

Becoming a student staff member for the Office of Residential Life in its Commencement & Reunion Housing Office can be very rewarding. The majority of the work is fun and easy to learn. However, there are several critical expectations of the job. Some are specifically described below so that you understand them when you apply for a position.

1. You may need to use a building master key to gain access to the rooms you will clean or to rooms used for storage. You may also hand out room keys to guests. ***You assume a great responsibility when you sign out a building master key or oversee a key board full of individual room keys.*** Should any key be lost or misplaced, your Commencement & Reunion Housing employment may be terminated, and you may not be considered for re-hire.

**2. By accepting a student staff position in the Commencement & Reunion Housing office, you acknowledge that you are committed to working throughout *the entire* Commencement & Reunion period, through and including Sunday, June 17, 2018.** We select team members with the understanding that they are available for this time period. Students who break this commitment jeopardize the likelihood that they will be rehired in the future and put undue burden on the team members who remain on staff. Before committing to our program, we ask students to check with families first to ensure that there are no conflicts with family or other summer activities. Travel arrangements to leave campus after C&R must be coordinated to occur **after** our program concludes at the end of the day on June 17th, usually by 4pm.

3. **A student can be released from his or her C&R Housing position for reasons including but not limited to losing a key, missing scheduled work shifts, disruptive or rude behavior.** In this event, the staff member’s interim housing and meal stipend will be immediately cancelled.

Please sign and date below to acknowledge that you have filled out the student staff application to the best of your ability and that you understand the expectations identified above. Paper applications should be returned to the C&R Housing Office in the Mid Massachusetts Hall first floor lounge. If filling out this Student Staff application electronically, your typed name acknowledges that you have read and understood the expectations identified above. If you have any questions please call 603-646-3288.

     

Name Date

FOR RESIDENTIAL OPERATIONS USE ONLY

Comments:

References

ORL Staff Initials: