

Residence Life Work Study Position

Reports to: Residence Life Manager

Position Description:

The Residence Life Work Study position assists with administrative tasks in the Residence Life office in Van Tassel, room 5002, and at times at the Residence Hall.

This position supports the Residence Life Manager, the Resident Advisors/Community Assistants (RA's & CA's), and the residents at the dorms.

Qualities that are necessary to fulfill this position include friendly customer service, good time management, strong communication skills (both verbal and written), strong organizational skills, and the ability to stay on task and be self-directed.

General Responsibilities:

- Respond to requests for general information, mostly email
- Messaging notices via Canvas (Activities and Events, Res Hall maintenance, reminders, etc.)
- Assist with mail and package delivery coordination
- Documenting work-order requests and filling out online form
- Room scheduling
- Assist with monthly/quarterly tasks in the Residence Hall
- Maintaining records for current residents, (electronic and physical)
- Assist with scheduling move in/move out days and times
- Upkeep of available forms in Van Tassell and Residence Hall
- Flier/Poster/Marketing card creation

Minimum Qualifications:

- Strong communication skills (verbal and written)
- Strong interpersonal skills
- Good time management
- General knowledge of Microsoft Suite (Word, Excel, Access)
- High school graduate or equivalent

Preferred Qualifications:

- Bilingual in English and Spanish (reading, writing, speaking, & understanding)

Application Process:

- Send a cover letter and resume to reslife@wvc.edu, or drop it off at the Residence Life office: Van Tassell, room 5002.
 - **Must be eligible for work-study funding**