

Title:	Summer Office / Membership Intern
Pay Rate:	\$11/hour (\$1,805 total)
Time Required:	60 hours/month (15 hours/week) June 2 – August 13, 2020 (Tuesday – Thursday, 11am-4pm)
Responsible to:	Employees, Officers (all)
Support People:	Business Coordinator, Membership Secretary
Appointed by:	Appointments Committee
Sit on Appointments:	None

General Responsibilities

- 1) Assist office staff with membership and office responsibilities.

Specific Responsibilities

- 1) Answer telephone and return telephone calls on a daily basis.
- 2) Fill membership vacancies for Fall semester.
- 3) Conduct first year new student lottery for Fall semester.
- 4) Communicate with the College Residential Education & Dining Services Office concerning Fall membership and room assignments.
- 5) Assist with Fall housing and dining billing.
- 6) Assist the Financial Manager with preparation for the annual audit.
- 7) Reach out to Business Coordinator and Membership Secretary for clarification of difficult placement situations

Qualifications

- Experience with living in an OSCA co-op preferred.
- Availability Tuesday through Thursday, 11am-4pm, for OSCA office hours.
- A knowledge of OSCA and College procedures desirable.
- General computer skills, preferably experience with Windows and Excel spreadsheet software.
- Courteous telephone skills.
- Good organizational skills.
- Self-motivating and patient.

Approved by the Personnel Committee