

## **Job Description of Assistant of Hobart Residence:**

The Hobart Residence Assistant is responsible for the daily operation of Hobart Residence. Their role is to help residents to build strong and healthy residential learning communities which complement and extend classroom learning. Assistants are expected to create residential environments that enhance student academic progress and success; promote the intellectual life of the residents; build inclusive and reflective environments in which differences of background and belief are explored; plan and arrange room assignments; answer phone calls and emails in a professional manner, know and explain Hobart Residence House Rules and Internet policies; be available to students; and encourage student responsibility and accountability. Assistants work with administrator from Pacific States University, maintenance staff, cleaning staff, and others.

### **Required Qualifications:**

- Knowledge and skills in Gmail and Microsoft Office.
- Proficient English communication skill.
- Professional mannerism.

### **Knowledge, Skills & Abilities:**

- Demonstrate skills with Gmail and Microsoft Office.
- Excellent interpersonal skills including demonstrated abilities in written and oral communication and collaborative interaction with diverse groups and populations.
- Ability to work effectively in a team atmosphere.
- Initiative to identify and resolve concerns quickly.
- Enthusiasm for delivering quality, professional services.
- Ability to success in a cross-cultural sensitivity.

### **Essential Job Duties:**

As an assistant of Hobart Residence, assistants are expected to perform the following tasks in a timely and efficient manner:

- Check ins/outs of the residence.
- Complete all paperwork accurately.
- Check email daily and respond within 24 hours to requests for information.
- Ensure that residence members receive information about Hobart Residence House Rules and Internet policies.
- Distribute materials from the Department of Housing as required.
- Assume responsibility for house security, including use of the master keys and lockup, report any unsafe conditions to the Department of Housing and law enforcement as appropriate.
- Identify and report any unauthorized visitors to the facility and remove them immediately.
- Submit daily report of activity, events, and incidences at Hobart Residence.
- Report damages or maintenance problems.
- Monitor and promote cleanliness, maintain neat and welcoming personal accommodations, respond to staff requests to assist in keeping common areas clean, discourage storage of personal belongs in common areas, ensure prompt cleanup after activities.
- Perform all on-duty responsibilities including answering the phone, responding to student needs and doing rounds on the properties.
- Perform tours for potential students, parents, administration and other University Staff.
- Other duties as assigned.

### **How to Apply:**

Please submit a resume and an On Campus Work Application Form if you are a PSU Student to the Office of International Affairs.