

Residential Life & Student Activities Office Worker Job Posting

Under the direct supervision of the Director of Residential Life & Student activities, an Office Worker is a minimum 2 hour to maximum 20 hour per week position that may involve running the Front Desk of Curtis Hall. Office Workers are responsible for various tasks for the Department that create and promote a community environment that is conducive to, and enhances, the personal growth and development of all students. Office workers also perform clerical duties for the Department and occasionally report to the Assistant Director of Residential Life, Residence and Social Media Coordinator, and Student Activities Coordinator.

Roles and Responsibilities:

- Sit in the RA resource room or at the front desk of Curtis Hall and provide customer service to residents, other students, faculty, staff, students, parents, and guests.
- Utilize StarRez, AccessIT, and other software as necessary to manage lock outs, check in/out, visitors, resources, and other tasks for students.
- Create and distribute Student identification cards as necessary.
- Assist locked-out residents in entering their rooms.
- Assist other departments by providing a Residential Life presence while in the Residence Halls. Ex: Public Works fixing a broken light in a room, replacing a window, etc.
- Answer the phone for the department and/or act as switchboard for the Academy.
- Maintain confidential student information.
- Clean the Bilge Recreation room and Gaming Lounge and inventory the equipment.
- Complete tasks as assigned. Tasks may include, but are not limited to, organization, creating and maintaining bulletin boards and marketing materials, working events, filing, shredding, and other clerical duties.
- Keep the various Department areas clean and organized.
- Report any concerns/situations to the professional staff.
- Keep a detailed log of activities on a Front Desk Log on the departmental shared drive when covering the desk.

Timeline & Application Process:

Interested students should reach out to the Director of Residential Life and Student Activities about the position with information regarding availability. Contact housing@mma.edu for more information and details.

Qualifications:

Required: Applicants must be a Maine Maritime Academy Student. Applicant must be in good disciplinary standing. Applicant must have a positive attitude, high energy level, knowledge, and enthusiasm for Maine Maritime Academy. Good teamwork, communication, and interpersonal skills, along with leadership potential, professional demeanor, strong work ethic, and willingness to take initiative. Ability to work effectively with a diverse group of team members, students, and staff. Applicant must have a good knowledge and commitment to the mission and goals of the Department of Residential Life and Student Activities.

Preferred: Past student leader experience, and customer service experience. Previous or current Resident Assistant, Campus Activities Board, Orientation Leader or Res Life Office Worker experience preferred.

Benefits:

- Minimum wage
- Training in areas of transferable skills.
- Resume and reference builder.
- Opportunity to acquire other positions within the department.