



# Summer Programs Student Manager Job Description

Brockport Auxiliary Service Corporation at the State University of New York College at Brockport is recruiting for the following position and invites applications from interested individuals.

<b>Job Title:</b> Student Manager Summer Programs	<b>Reports to:</b> Coordinator, Dining Services & Summer Programs
<b>Unit:</b> BASC Dining Service Office  <b>Work Type:</b> Part Time, On Campus Work Study, Fall, Spring, On-Campus Non Work Study	<b>Schedule -</b> Needs to be flexible- includes nights and weekends  <b>Schedule varies</b> – a few hours in May and early June.  <b>Consistent schedule</b> - starts the 3 <sup>rd</sup> week in June to the beginning of August.

### Position Description

To assist with routine operational functions in a professional and confidential manner with summer groups visiting campus.

### Work Performed

- Perform check-in and check-out for summer groups
- Assist with groups needs as they arise
- Provides support with special projects
- Assist with developing rooming lists for overnight groups
- Check condition of rooms before and after visitors are on campus
- Create and maintain signs including signs for direction on campus
- Overnight supervision of campus groups
- Ensure groups are provided with clean laundry packages
- Ensure groups are provided with clean facilities and emptied garbage receptacles
- Performs other duties as assigned

### Job Specifications

- Dependability
- Punctuality
- Neat, clean appearance
- Ability to lift a minimum of 30 pounds on a regular basis
- Accuracy in the performance of basic math skills
- Ability to interact with others in a professional manner
- Ability to operate appropriate equipment such as computer, calculator
- Valid drivers license
- Knowledge of BASC rules and regulations
- Good customer service skills

**Qualifications:**

- Must have worked for BASC at least one (1) semester
- Familiarity with the safeguards necessary when handling cash
- Minimum of a satisfactory rating on performance evaluation

**Date Posted:** 4/3/09

Applications will continue to be accepted until the position is filled.

**Apply to:**

BASC at The College at Brockport  
Human Resource Office – Brockway Hall  
350 New Campus Drive  
Brockport, NY 14420

**Electronic submissions may be sent to:**

bascjobs@brockport.edu

\*Attachments must be in Microsoft Word, rich text format, or PDF file.

**For more information please contact the unit location at Brockway 395-2327**

11/2006