

Intentionally develop and maintain positive and collaborative staff relationships.
Contribute to the team, share the workload, and role model ethical work habits.
Serve as an approachable and accessible resource for fellow staff members.
Communicate respectfully while sharing and receiving feedback.

Manage operations, processes, and procedures of a front desk at the b

To support student/staff connections and visibility, each CLOA is required to work on-site at their designated desk for 9-12 scheduled hours per week (typically three or four 2-4-hour shifts) throughout the academic year.

CLOAs have the option to work additional shifts including picking up desk shifts from those out sick, shifts during breaks (Thanksgiving, Winter, Spring) and during peak times when shifts may be added to the schedule.

Collaborate with Campus Living housing operations team to improve front desk processes and procedures. Manage summer desk-related preparations for building and occupancy transitions for summer sessions, conferences, workshops, and special group housing.

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Communicate housing processes and procedures for students, short-stay occupancy, temporary housing, special groups, summer conferences

CLOAs who will be completing internships, clinical or practicum hours, or student teaching will be required to develop an action plan that must be approved by their supervisor prior to the semester the academic requirement begins.

Due to the nature of the CLOA position, the CLOA needs to balance classes and extracurricular activities. To accomplish that, the following guidelines apply:

The CLOA role has priority over other activities with the exception of academic work.

CLOAs may be employed in part-time jobs outside of the position for up to a total of ten (10) hours/week based on performance and supervisor approval*

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Activities and employment outside of the CLOA position must be discussed and approved with the supervising CLO GA at the beginning of each semester and/or prior to adding an activity.

A criminal background investigation and employment history investigation are required and performed