



1400 Townsend Drive, Houghton, Michigan 49931-1295

Summer Youth Programs

Phone: (906) 487-2219 Fax: (906) 487-1136

Website: www.syp.mtu.edu

E-mail: cpcojobs@mtu.edu

SYP Deskie Job Description

Basics:

- June 16 – August 3, 2019 (up to six weeks of employment)
- Must attend a paid Summer Youth Programs orientation the week before employment begins
- Base Salary: \$10.00 per hour (up to 40 hours per week)
- Meals during a work shift will be provided in the residence hall

Requirements:

- Have experience with customer service and basic office procedures, including basic computer skills
- Have a flexible schedule; may need to work weekend/evening hours
- Have completed at least one year of college or have equivalent experience
- Have flexibility/adaptability (plans constantly change based on instructor demands)
- Understand that you are a role-model to the students attending the programs and therefore must follow all student rules
- Always support the rules of the program (the number one priority is to ensure the safety of our students).
- Maintain a positive work atmosphere by behaving and communicating in a manner that supports students, staff, parents, and the public in general
- Submit to and pass a State of Michigan background check prior to employment

Duties/ Responsibilities:

- Be willing to interact with a large number of staff, students (pre-college), faculty, and parents
- Welcome diversity and enjoy working with students from many different cultural, ethnic, and economic backgrounds
- Answer questions and/or direct individuals to those who can be of assistance
- Answer phones in a professional manner; assist parent inquiries
- Enjoy office work (phone answering, filing, data entry) and have basic office and computer skills
- Read, review, and follow guidelines outlined in the Counselor Handbook
- Be prepared to work as part of a team, and be willing to communicate problems to your supervisor
- Be willing to work some weekend hours
- Be ready for a busy/fast-paced office environment
- Keep the desk neat and organized
- Attend staff orientation and staff meetings
- Assist students with equipment check-out, pizza orders, and lost & found
- Ensure maintenance of inventory (i.e. games returned with all pieces, etc.)
- Balance cash box
- Maintain a positive work atmosphere by behaving and communicating in a manner that supports students, staff, parents, and the public in general.

Desired Qualifications:

- Valid United States driver's license with fewer than 6 points (MI or other state equivalent) and have completed and passed the Michigan Tech Public Safety Van online test. Please contact our office before and after you complete the test in order to obtain the necessary account information
- Experience working with youth in a mentoring situation