**MURRAY STATE UNIVERSITY HOUSING AND RESIDENCE LIFE**

**STUDENT EMPLOYMENT JOB DESCRIPTIONS**

**Desk Supervisor**

The Desk Supervisor is responsible for assisting the Residence Director with the supervision of the desk and mail operations in the college assigned. The Desk Supervisor’s duties include assisting with hiring, training, supervising, and evaluation of desk staff, maintaining a duty schedule, conducting regular meeting with desk staff, typing, filing, answering the telephone, giving information, taking messages, keeping accurate records, cleaning the office, answering questions, taking maintenance requests, distributing mail packages, and any other duties assigned by the Residence Director. The Desk Supervisor is also required to work 10 hours per week at the college desk he/she is assigned. The Desk Supervisor is compensated for 15 hours per week at a $7.50 per hour. Preference is given to those individuals currently living in the residential colleges or College Courts. Preference will also be given to those individuals with previous experience in a residential desk operation. Previous experience in a secretarial/office manager position may be substituted for residential desk operation experience.

**Day Clerk**

The Day Clerk is responsible for assisting the building staff to ensure the smooth operation of a residential college. Responsibilities include checking id’s of individuals entering the building, typing, filing, answering the telephone, giving information, taking messages, keeping accurate records, cleaning the office, answering questions, taking maintenance requests, distributing mail packages, and any other duties assigned by the Residence Director. Preference will be given to those individuals who are participating in the Federal Work Study Program. The Day Clerk is compensated hourly at a $7.50 per hour rate when hired. Preference is given to those individuals currently living in the residential colleges or College Courts.

**Night Clerk**

The Night Clerk works between 12:00 AM and 8:00 AM. Their responsibilities include checking identification of those individuals entering the residential college, conducting security checks of the interior and perimeter of the residential college, Responsibilities include answering the telephone, giving information, taking messages, keeping accurate records, cleaning the office, answering questions, taking maintenance requests, filing, and any other duties assigned by the Residence Director. The Night Clerk is compensated hourly at a pay rate of $8.00 per hour rate when hired.

**Overnight Rover**

The Overnight Rover works either a four or eight hour shift between 12:00 AM and 8:00 AM. Their responsibilities include checking identification of those individuals entering the residential college, conducting security checks of the interior and perimeter of the residential college, responding to emergency situations, investigating complaints, answering the telephone, answering questions, and providing information to residents. The Overnight Rover is compensated hourly at a pay rate of $8.00 per hour when hired. All applications will be reviewed; however preference will be given to those students who have a clean disciplinary record and have completed at least one semester of college credit (12 hours or more).

**Housing Office Worker**

The Housing Office Worker is responsible for assisting in the everyday operation of the housing office. Responsibilities include filing, answering the telephone, giving information, taking messages, assisting with the processing of refunds and forfeits, assisting with student and guest traffic, and other duties as assigned by the Assistant Director for Administrative Services. Preference will be given to students who have previous experience within the Housing Department. The Housing Office Worker is compensated hourly at a $7.50 per hour rate when hired.

**Maintenance Handyman**

Maintenance Handymen are responsible for assisting with moving furniture, painting, minor maintenance, and other duties assigned by their supervisor. Maintenance Handymen are compensated hourly at $7.50 per hour rate when hired.