

<b>Title:</b>	<b>Summer Office / Membership Intern</b>
<b>Pay Rate:</b>	\$11/hour (\$1,805 total)
<b>Time Required:</b>	60 hours/month (15 hours/week) May 29 – August 9, 2018 (Tuesday – Thursday, 11am-4pm)
<b>Responsible to:</b>	Employees, Officers (all)
<b>Support People:</b>	Business Coordinator
<b>Appointed by:</b>	Appointments Committee
<b>Sit on Appointments:</b>	None

**General Responsibilities**

- 1) Assist office staff with membership and office responsibilities.

**Specific Responsibilities**

- 1) Answer telephone and return telephone calls on a daily basis.
- 2) Fill membership vacancies for Fall semester.
- 3) Conduct first year new student lottery for Fall semester.
- 4) Communicate with the College Residential Education & Dining Services Office concerning Fall membership and room assignments.
- 5) Assist with Fall housing and dining billing.
- 6) Assist the Financial Manager with preparation for the annual audit.

**Qualifications**

- Experience with living in an OSCA co-op preferred.
- Availability Tuesday through Thursday, 11am-4pm, for OSCA office hours.
- A knowledge of OSCA and College procedures desirable.
- General computer skills, preferably experience with Windows and Excel spreadsheet software.
- Courteous telephone skills.
- Good organizational skills.
- Self-motivating and patient.

*Approved by the Board of Directors and Personnel Committee*