Department of Housing and Residence Life
Summer Linen Crew Job Description

Responsibilities

- Assist with daily operations of Summer Camps & Conferences at The University of Wisconsin Eau Claire
- Sort clean linens and pillows for summer camps and conferences and deliver to various residence halls
- Pick up used linen from various residence halls for cleaning
- Serve in an “on call” rotation in order to provide linen services or assistance after hours or on weekends
- Conduct tours for students and families during New Student Orientation, if necessary
- Conduct front desk operations during camps or conferences, if necessary
- Other duties as assigned

Qualifications and skills:

Minimum:
- **Enrollment:** Enrolled as a Full-time student during academic year at The University of Wisconsin-Eau Claire with a minimum of 12 credits (undergraduate) or 9 credits (graduate) per semester unless the student is in their final semester and is graduating. In good judicial standing with the University and the department of Housing and Residence Life
- **Academics:** Minimum cumulative and semester grade point average of 2.00
- **Judgement:** Ability to work independently to perform multiple tasks simultaneously
- **Attitude:** Demonstrate positive attitude, flexibility, problem-solving, trouble-shooting abilities, and the desire to work as a team; Ability to learn, develop professionally, and serve as a positive role model for students and other campus constituents
- **Administrative:** Have basic knowledge of office procedures including data entry and word processing (including MS Word and Excel)

Preferred:
- Previous experience working in housing and residence life or have previously resided on campus in the university’s living centers or apartments for one academic year
- Qualify for Work-Study

Compensation: Starting wage = $9.50/hour and free housing

Schedule: Approximately 25-35 hours/week during the summer

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