Summary:
The Housing Specialist (“Fish”) position in the Think Tank is a vital student employment position in Housing and Residence Life. Housing Specialists will serve as our front-line customer service representatives, in the Think Tank resource area in Towers Hall. Housing Specialists will provide assistance to Housing and Residence Life professional and student staff with the completion of projects and programs. Housing Specialists play a key role in supporting residence hall programming and the marketing of those programs.

Fish report directly to the Student Programs Coordinator of Housing and Residence Life.

Requirements:
A student at UW-Eau Claire in good academic standing. Previous experience with Housing and Residence Life is not required. Everyone is welcome to apply. Hours are dependent on the individual employee’s schedule, but should not fall below 6 hours per week.

Responsibilities:
- Work assigned shifts.
- Assist with the completion of any programs, publicity, and projects that are sponsored by Housing.
- Serve as an expert in answering questions concerning the Think Tank and the resources provided by addressing them in-person, via email, and phone conversations.
- Be familiar with the operation and location of the sound equipment, digital camera, computers, Cricut, copy machine, laminator, and all other Think Tank resources.
- Provide on-site support of large-scale events, sponsored by Housing and Residence Life. This may include a minimum of 6 additional night and weekend hours, per event.
- Coordinate the collection, delivery, and return of Think Tank supplies from halls or organizations requesting supplies through the Program Support process.
- Attend the bi-weekly Think Tank staff meetings (paid).
- Provide good customer service when completing tasks for Housing and Residence Life staff.
- Lead tours of Towers Hall, and share your knowledge of residence life, during on-campus visits.
- Keep the Think Tank resource area clean, positive, and welcoming for all students and staff who visit or utilize the space.
- Meet with the Student Programs Coordinator, and Lead Fish, as necessary.