Day & Night Desk Worker

Location: Erie  
Department: Residence Life  
Full/Part Time: Part Time, Seasonal  
Closes: Open until filled

POSITION SUMMARY
Desk workers are hourly staff members who monitor the front desks of Baldwin Hall, McAuley Hall, Ryan Hall, and Warde Hall. Shifts are available from 8:00am to 4:00pm; and 12:00am to 8:00am. Desk Workers enhance security, provide residents with information about the University and larger community, register guests, answer phones, and monitor the lobby areas.

Desk workers are responsible for reporting problems or concerns to the Resident Assistants, Hall Directors, or Assistant Directors of Residence Life and Student Conduct. Desk staff work in conjunction with the other campus departments such as maintenance and housekeeping to report concerns.

The compensation is an hourly wage of $11.25 for 24 hours per week (for a maximum of up to $9,000 during the academic year). This is a seasonal position. Graduate students are encouraged to apply.

APPLICATION PROCESS
Review of applications will begin immediately and continue until the position is filled. Send cover letter, resume and 3 work-related references to:

Human Resources  
Mercyhurst University  
501 East 38th Street  
Erie, PA 16546  
hrinfo@mercyhurst.edu

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**Candidates must be currently eligible to work in the United States.**