



## Student Staff Position Description

**Pres House** ([www.preshouse.org](http://www.preshouse.org)) seeks to be a spiritual home at the heart of the University of Wisconsin – Madison campus. In keeping with the teachings of Jesus Christ and the Christian tradition of hospitality, Pres House is dedicated to providing a religious center and high quality student housing to promote the spiritual, emotional, and intellectual growth of residents and members of the campus community. Pres House is a ministry of the Presbyterian Church, U.S.A. and welcomes individuals of every perspective and background.

### **Responsibilities of the Position**

**Staffing Events.** Responsibilities include but are not limited to: Opening the building, supervising the event, ensuring that the building is clean after the event, locking the building properly, including ensuring that all lights are turned off before leaving the building. Completing any tasks left by the Office Administrator. Student Staff are expected to dress appropriately for the event they are staffing and expected to be respectful to the guests, as well as, the reputation of Pres House.

**Maintain the Landscaping.** Landscape weeding is expected to be done once per week for the garden surrounding Pres House alongside the side facing E. Campus Mall, and watering a minimum of once every week (depending on rainfall).

#### **Assist Office Manager**

Support Administrative Assistant with miscellaneous tasks. For instance, brochure folding, assembling of packets, organizing, writing thank you notes, database work, etc.

**Time Sheets.** Student Staff are expected to keep a log of the dates, times, and task each week to be submitted to the Office Administrator for payroll.

**Hours:** 1-5 hours a week, approximately. Schedule can be arranged at time of hiring and can be flexible with days and times.

**Compensation:** \$11.00 per hour to be paid bi-weekly

#### **Student Staff Employment Guidelines and Expectations:**

- 1. Communication:**

Communication is of prime importance. Student staff are expected to respond to communication from Pres House (email or phone) in a timely manner; within 24 hours at the most. Student staff are expected to provide at least 48 hours notice if unable to make a scheduled work shift. If an emergency comes up, such as sudden illness, student staff is expected to give notice of missing shift as soon as possible

**2. Timeliness:**

Student staff are expected to show up on time for their scheduled shift. This means if scheduled to work starting at 3:00 pm, arrival time is not 2:30 pm or 3:30 pm.

**3. Pres House Work Priority:**

Student staff are expected to complete all assigned tasks before doing any personal homework, reading, or other activities while at work.

**4. On-site Presence:**

Student staff are expected to be on site at Pres House at all time during scheduled shift.

**If you are interested in applying for this position, please contact Mark G. at 608.257.1030, [mgordon@preshouse.org](mailto:mgordon@preshouse.org) or stop into the office at Pres House.**