

Position:	Dorm Host
Reports to:	Programs Specialist
Number of Positions:	1
Location:	California State University, Fresno - Fresno, CA
Employment Dates:	June 19- July 23, 2024
Rate of Pay:	\$16.00/hour; room and board accommodations
Schedule:	40 hrs/week; evenings, weekends and holidays required

Position Summary

Under the direct supervision of the Director of Summer Arts and the lead of the Programs Specialist, the Dorm Host will perform various hospitality and concierge activities in support of Summer Arts. Typical duties include but are not limited to living in the residence halls with other Summer Arts Dorm Host; acting as the liaison between the faculty residents and Summer Arts office; checking faculty in upon arrival and out on departure; assisting the Fresno State University Courtyard staff with lockouts; setting up faculty rooms prior to arrival-including arranging linens and hospitality items; breaking down faculty rooms upon departure including stripping linens; and other duties as assigned by supervisor. Dorm Host will have regular interactions with Summer Arts staff, faculty course coordinators, guest artists, campus personnel, members of the community, and Summer Arts students.

Qualifications and Requirements

- Excellent verbal communication and organizational skills.
- Must maintain clean, orderly working environment.
- Must present a professional and calm demeanor.
- Work well in stressful situations.
- Must uphold confidentiality rules.
- Individual must be adaptable, dependable, and work well with others.
- Must be available to work 7 days a week

Application Instructions

- Apply online with a cover letter and resume in PDF format by [clicking here](#).
- Application deadline: Applications will be reviewed on a rolling basis and position may close at any time.