

Crown Student Job Descriptions

Mail Room Clerk

The Mail Room workers are responsible for the sorting, and delivery for all mail to the Crown mail stop. In addition, they are responsible for forwarding mail and they staff the package pick-up window. Staff will learn and uphold all Federal regulations regarding the handling of mail.

Tech/Event Crew

The Tech/Events Crew is responsible for the set-up for various events for the Crown and Merrill communities. Participants gain experience setting-up and using lighting systems, sound systems, and audio/visual systems. The crew work to clean up and break down events, as well. Manual labor, increased knowledge of audio-visual equipment and facility service are involved in these positions.

Crown Admin Office Assistant

The Advising Office Assistants answer phones and schedule appointments with academic advisors. Explain academic forms and procedures to students, and refer them to other resources when necessary. Maintain files in order and purge material from graduated files. Assist advisors with projects and cover front counter duties when the College Assistant is absent.

Residential Education Office Assistant

The Student Life Office Assistants support the front desk operation. They answer phones, respond to student questions and lock outs, provide resources/information to students and staff alike, and provide general reception duties. Assist all staff with projects and cover the front desk duties when the Student Life Office Coordinator is absent.

Program Assistant

Provide programming support to the College Programs Coordinator (CPC). Create and post fliers and banner publicity, answer questions about Crown programs, set the quarterly schedule of events with the CPC. Plan, set up, participate in, and clean up college wide events. Crown College Night - collaboratively plan themes, decorations, education, entertainment, advertising and menu. Assist with set up, implementation and clean up. 10-12 hours/week.

Social Fiction Conference Assistant

The SFCA is the liaison between the professional staff and the student staff members on the Social Fiction Conference team. The SFCA leads the meetings for the SFC Chairs and attends programs for the SFC. The SFCA meets regularly with the SFC Coordinator to ensure the conference planning is going smoothly and handles logistics pertaining to the conference.

Posting/Recycling Assistant

Post fliers and banners at Crown College. Remove expired fliers and banners. Take out recycling. 2 hours/week

Resident Assistant

Resident Assistants are responsible for creating and maintaining a cohesive community made up of approximately 65 student residents. They are responsible for creating a variety of programs to foster students' social and academic development. They are trained in conflict mediation and assist in roommate disputes. They are also the first line of policy enforcement at Crown College.

Fall Orientation Leader

Participate in advance training in spring quarter. Arrive at Crown and begin preparation for Move-in and Fall Orientation one week in advance. Assist with opening day and orientation week events. Mentor new frosh and/or transfer students during orientation. Refer students to appropriate resources.

Food Service Advisor

Under the supervision of their respective Dining Services Unit Manager, the Food Service Advisor (FSA) is a liaison between students and other customers of University Dining Services (UDS) and management of UDS facilities. FSA's routinely dine in UDS facilities, conduct satisfaction surveys, observe and report on food quality and availability, attend meetings and hold office hours. FSA's may also participate in program planning and implementation related to UDS.

Historian

Duties include photography at Crown events including College Nights, college-wide programs and hallspecific events as well as general photography of Crown College and Crown student life. Successful representation of a year at Crown will require collecting and archiving/documenting photos from residential staff and students. End products will include archive quality album of pictures - from the school year, slide show of same and small selection of representative photos for annual reunion banner. Time and interest permitting, may also include a small college yearbook. Gather, record and maintain photo release forms from people being photographed. Label and organize for electronic and hardcopy storage all photos and negatives. Time commitment varies throughout the year but averages 6 per week.

Summer Maintenance Crew

The Summer Work Crew work in work teams of 5-8 to assist maintenance staff with all summer maintenance projects. Crew members paint, set up the Crown housing facilities for next year's residents and do minor repairs.