

STUDENT JOBS IN HOUSING!



UCF

**Housing and
Residence Life**

UNIVERSITY OF CENTRAL FLORIDA

MAIL SERVICES OFFICE ASSISTANT

The Mail Services – Student Office Assistant (OA) will be responsible for assisting the staff in the retrieval, sorting, and distribution of the U.S. and campus mail for students in the University of Central Florida Residential Housing System (as assigned by location).

Job Responsibilities

- Assist with housing mail processing. This will include receiving/sorting mail and packages, as well as the distribution of mail to the resident P.O. Boxes.
- Processing and distribution of USPS, UPS, FedEx, Amazon, DHL, & Laser ship packages.
- Use Pitney Bowes SendSuite Package Tracking system to log and track packages.
- Drive Mail Services vehicle to pickup and delivery mail/packages.
- Required to lift and stack packages.
- Attend customer service window.
- Coordinates and redistributes any misdirected mail to the appropriate campus mail center.
- Assists supervisor with all mail forwarding for residents who have left the Housing facilities.

- Attend/participate in staff development/meetings. Be prepared to work in any of the different housing mail center locations on campus.
- OA must display positive attitude towards other workers as well as customers.
- Insures mailboxes are properly labeled and in good working condition.
- Insures keys and make sure they are properly inventoried at all times.
- Reports any unreturned or lost keys to the supervisor.
- Follow all UCF, Housing, and Mail Services COVID-19 protocols and procedures.
- Other duties as assigned by supervisor.

Requirements

- 2.5 GPA by application
- At least 12 credit hours by the start of employment
- Live on campus through summer

Compensation

- Hourly pay is minimum wage
- Quaranteed space in on-campus housing

**Applications always open
at [UCF.erezlife.com](https://www.ucf.edu/erezlife)**



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RESIDENT ASSISTANT

The RA position is a live-in position, where you are responsible for facilitating a positive community among residents, promoting a safe and comfortable living environment, and serving as a departmental and university representative and role model, all while living in a department assigned unit within a UCF residential community. This application will be used to make hiring decisions for limited Spring 2023 vacancies and for our annual May 2023 - May 2024 openings.

Job Responsibilities

- Residential Curriculum
- Community Development
- Administrative tasks
- Weekday and Weekend office shifts
- Professionalism and Role modeling
- Move-In and Move-out

Requirements

- Full time student
- Applicants must have completed 24 credit hours by the employment start date. 12 of these credits must be from UCF or Valencia.
- Maintain a 2.50 GPA

Applications open July 1st, 2022

Applications close October 1st, 2022 at 11:59pm

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OFFICE ASSISTANT

An OA is a student employee for the Department of Housing and Residence Life who works at the front desk in each of the community offices. An OA is responsible for greeting and assisting students, parents, and guests with their concerns and assisting with the day-to-day operations of the community office. The daily work of an OA includes, but is not limited to: answering student questions, scheduling appointments, speaking with students and parents on the phone, handling lockouts, submitting work orders, and any other duties assigned by the Coordinator, Graduate Coordinator, Full-Time Office Assistant, or Office Manager.

Requirements

- Student status
- Maintain a 2.50 GPA
- Maintain a clear student conduct record through out the duration of their employment to remain in the position.

Job Responsibilities

- Administrative Tasks
- Costumer service Responsibilities
- Office shifts ranging between 5-20 hours a week.

Compensation

- Minimum wage
- Paid bi-weekly

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CONFERENCE ASSISTANT

The Department of Housing and Residence Life employs Conference Assistants (CAs), to work with the conference groups that reside in the UCF residence halls and apartments during the Summer. The CA position is a 'live in' position that requires the CA to live in an assigned on-campus apartment or efficiency for the Summer. They are compensated in both pay and in housing accommodations for the Summer in which they are employed. The CA is responsible for assisting with the conference program group logistics, promoting a safe and comfortable building environment, and for serving as a departmental and university ambassador.

Job Responsibilities

- Leadership
- Team Partnering
- Administrative tasks
- Duty
- Check-In/Check-out
- Office Hours

Requirements

- 2.5 GPA by application
- At least 12 credit hours by the start of employment
- Live on campus through summer

Applications open from October-January each year



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HOUSING AMBASSADOR

The Department of Housing and Residence Life employs Housing Ambassadors (HAs) who are responsible for conducting daily tours of housing facilities, staffing four of the department's main front desk areas, and assisting with special events for marketing on-campus housing.

Job Responsibilities

- Lead tours for prospective students and families
- Positively discuss the facilities and amenities offered in housing
- Staff Housing Administration Building(s) (HAB and HS) and NorthView front desks during normal business hours
- Work 15-25 hours a week on average

Requirements

- Maintain a 2.5 GPA
- Current and Valid Driver's license
- Communication and interpersonal skills
- Knowledge or willingness to learn about UCF and the Department of Housing and Residence Life

Compensation

- Minimum wage
- Paid bi-weekly

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