HOUSING TOUR GUIDE - EVENT SPECIALIST

A Housing Event Specialist is a student employed by the Department of Residential Life to lead groups of prospective students and their guests through the residence halls during Kickoff LSU tours and other special events. Event Specialists MUST be available for the all of the following special events to be considered for employment:

- Monday, October 8 - 12:00-4:00 p.m. - Kickoff LSU
- Saturday, November 10 - 11:00 a.m. - 4:00 p.m. - Kickoff LSU
- Monday, November 19 - 12:00-4:00 p.m. - Kickoff LSU

Event Specialists are the front-line customer service and recruitment staff for Res Life, and must be friendly, professional, knowledgeable, and customer-service oriented. The team of student tour guides and event specialists works with the Res Life Communications staff to lead all recruitment event tours. All training will be provided. Event Specialists have the first opportunity to apply for the Housing Tour Guide position when openings occur.

QUALIFICATIONS:
- Be in good academic, financial, and judicial standing with the University.
- Have a minimum GPA of 2.0
- Enrollment for the fall 2018 as a full-time student
- Currently or have previously lived in on-campus housing

CONDITIONS OF EMPLOYMENT
- The term of appointment is for the academic year. Employment is scheduled August 20, 2018 to May 10, 2019, and includes holiday breaks when the university is open.
- Event Specialists must be committed to the tours for the entire contracted period.
- Event Specialists must be available to work for an entire shift.
- Event Specialists must be available to commit to all special event dates (unless in class or stated at the time of hire):
  - Monday, October 8 - 12:00-4:00 p.m. - Kickoff LSU
  - Saturday, November 10 - 11:00 a.m. - 4:00 p.m. - Kickoff LSU
  - Monday, November 19 - 12:00-4:00 p.m. - Kickoff LSU
  - Spring semester dates will be announced during the fall
- Event Specialists are responsible to complete all training programs and attend bi-weekly staff meetings.

COMPENSATION:
- The position is hourly starting at $8.
- Students will work approximately 15-20 each semester.

RESPONSIBILITES & EXPECTATIONS:
- Be outgoing, personable, and talkative. Be professional and customer-service oriented at all times.
- Take a leadership role in engaging the guests, assessing their needs, providing information, and leading tours.
- Be knowledgeable of all of housing policies, processes, and any changes for the upcoming semester.
- Must be able to problem-solve and make quick decisions.
- Use any knowledge that you may have about living on-campus to its benefit.
- Lead tours during any type of weather, no driving or riding in personal vehicles.
- Professionalism with punctuality and communication of absences.
- Represent the department by wearing staff shirts and name tag during your shift.

Applications for the 2018-19 Housing Event Specialist position are due by Friday, September 21, 2018.
Application review will be on a rolling basis. Email your resume and class schedule to reslifecomm@lsu.edu or apply on Handshake.