CSU Summer Arts  
Guest Artist Residential Concierge

**POSITION:**  Guest Artist Residential Concierge  
**REPORTS TO:**  Assistant Director  
**NUMBER OF POSITIONS:**  2

Job performance and services are expected to last from June 20 through July 31, 2016. The rate of pay is $10.00 per hour during normal business hours (Monday-Friday 8:00am-5:00pm), plus room and board accommodations at CSUMB to compensate for any duties performed after normal business hours (5:01pm-7:59am and weekends), some exceptions may apply. The time base for this position is hourly intermittent. The number of hours worked per day will be variable for each day of the week, including weekends, but will be no more than 40 hours per week. As a temporary casual hire, the candidate is not eligible to receive insurance, vacation or sick leave benefits. Services rendered are to assist the Assistant Director in the following areas:

**RESPONSIBILITIES:**

1. Live in the dorms with our Summer Arts Guest Artists  
2. Act as the liaison between the residents and Summer Arts office  
3. Check residents in upon arrival and out on departure  
4. Assist the CSUMB Residential Life staff with lockouts  
5. Set up Guest Artist rooms prior to arrival—including arranging linens and room cleaning  
6. Launder and organize of all Guest Artist linens  
7. Other duties as assigned by supervisor.

**QUALIFICATIONS:**

Candidate must have excellent verbal communication and organizational skills. Must present a professional and calm demeanor, and work well in stressful situations. Must uphold all CSUMB and CSUSA confidentiality rules. Individual must be adaptable, dependable, and work well with others. Must be available to work hours 7 days a week in the month of July.

**Email résumé and letter of interest for position to:**  
Joanne Sharp, Assistant Director  
jsharp@calstate.edu

_csusummerarts.org_  

2/2/16