



BLACK HILLS STATE
UNIVERSITY 1883

Summer Conference Office
1200 University Street Unit 9200
Spearfish, SD 57799-9200
605-642-6908 (phone)
605-642-6024 (fax)

Dear Lead Summer Host Applicant:

Thank you for your interest in becoming a Lead Summer Host at Black Hills State University. Your first step is the application process. In addition to completing this application, ***a current resume** is also required.*** The application is due by **Friday, March 22nd, 2024, by 5:00 p.m.** at the Residence Life Front Desk (Woodburn 124) or in the Summer Conference Office (Woodburn 128). **Please type your application in black ink.**

Qualifications: Please see Job Description and Terms of Employment section of this application.

If you have any questions regarding this process, please feel free to contact:

Nancy Shuck, Summer Conference Coordinator (605) 642-6908
John Ginther, Residence Life Director (605) 642-6464

**If you need assistance creating a resume, please visit the Career Center in the Library.

Summer Conference Host Timeline

Applications out:	March 1st, 2024
Summer Host Applications due:	March 22nd, 2024, by 5:00 p.m
Summer Host Interviews:	March 25th through April 2nd, 2024
Decision Contacts:	By April 5th, 2024

Remember to turn in your completed Lead Summer Host Application and Resume at the Summer Conference Office (Woodburn Hall 124 or Woodburn Hall 128), and sign up for an interview time.

2024 Lead Summer Host Application

Name: _____ Student ID # _____

Address: _____

City: _____ State: _____ Zip: _____

Cell Phone Number; _____ Email: _____

Are you a U.S. citizen or authorized to work in the U.S.? Yes No

Have you ever been convicted of or pled guilty or nolo contendere/no contest to any felony? Yes No

If yes please explain: _____

*Note: a conviction will not automatically disqualify an applicant. The employer will consider the type and seriousness of the crime, the frequency of violations, the applicant's age at the time of conviction, and the date of conviction or time elapsed since the conviction or completion of any jail sentence in addition to other job-related criteria

Are you required to register as a sex offender? Yes No

*Registered Sex offenders are not permitted to reside in university housing facilities.

Education:

Are you a Black Hills State University Student? Yes No
If a student, what level will you achieve by Fall 2024? Freshmen _____ Junior _____
Sophomore _____ Senior _____

Will you have other employment May 5th through August 16th, 2024? _____ If yes, explain: _____

Are there currently any dates you will not be able to work between May 5th and August 16th, 2024? _____

***Please attach a current résumé, including three references.**

May we contact references? Yes No

I certify that the information provided herein is true, correct, and complete to the best of my knowledge and belief. A false or misleading statement or intentional omission of relevant information is cause for disciplinary action, including termination of employment.

Signature: _____ Date: _____

Black Hills State University Lead Summer Conference Host

Job Description and Terms of Employment

The Lead Summer Conference Host is a student position employed by Black Hills State University in the division of Enrollment Management and Residence Life. They are primarily responsible for serving our summer conference guests before, during, and after their stay at Black Hills State University. Additionally they are responsible for general hall preparation in anticipation for the upcoming academic year. Most importantly, the lead summer conference host is responsible for supervising and directing the summer host team to ensure timely and quality completion of the work.

Highly developed teamwork skills and autonomy are essential to this position as they direct a team as well as work individually on tasks assigned to them by the Summer Conference Coordinator. Developed Customer Service Skills are also a necessity as they are the primary point of contact with Black Hills State University for our guests. General cleaning and housekeeping duties are also a part of this position. The Summer Conference Host staff is responsible for linen distribution and collection before and after our guest's stay, they are also responsible for cleaning the Campus Apartments and Suites between groups of our summer guests. The summer Conference Host also assists with tours of campus and the residential facilities during the summer New Student Orientation and Registration days as well as with other spontaneous visits. The Lead Summer Conference Host reports directly to the Summer Conference Coordinator, and indirectly to the senior staff of the Residence Life Office.

Required Qualifications:

- Enrollment in classes of the fall semester at Black Hills State University ~OR~ recent graduation from Black Hills State University (graduation in the previous May)
- Ability to work full time for the entire length of employment, May 5th, 2024, to August 16th, 2024 (vacations and days off must be approved by the Summer Conference Coordinator).
- Knowledge and understanding of Black Hills State University policy and procedure
- Understanding of flexible schedule and flexible work week hours
- Developed Teamwork Skills
- Developed Customer Service Skills
- Developed Interpersonal Skills
- Previous experience working with Summer Conferences
- Experience as a team leader or supervisor

Desired Qualifications:

- Flexibility in requesting vacation time and days off
- Flexibility in daily work time and assignments.
- Previous experience with general housekeeping procedures and cleaning
- Previous experience living and working within a Residence Hall environment
- Previous experience with policy enforcement
- Previous experience with on-call procedures

Standard Compensation:

- **New Hire:** \$13.00/hour; 40 hours/week; \$520.00 per week; **Returner:** \$13.35/hour, 40 hours/week
- The Summer Conference Host will live in the Thomas deluxe single guest room; the Bordeaux, Heidepriem, Humbert, and Wenona Cook Hosts will live in a deluxe single RA room. The apartment host will have the possibility of living in a double suite with the possibility of a roommate. Each room/suite includes all utilities, air conditioning, TV, and internet service.
- There is no meal plan provided with this position. Each residential space is equipped with a full kitchen.
- Compensation does not include state benefits.

Terms of Employment:

- Length of Assignment: May 5th, 2024 – August 16th, 2024

Please return this application to the Residence Life Front Desk or Summer Conference Office

- Must be a registered student for the fall 2024 semester at Black Hills State University or a recent graduate of Black Hills State University and meet all requirements that pertain to student employees set forth by BHSU, the Board of Regents, and the State of South Dakota.
- Successfully pass a criminal background check in compliance with BOR Policy 1.6.4 . (BHSU Residence Life will cover the cost of administering the background check)

Lead Summer Host Expectations:

- The work expectations equal to 40 hours/week. That will include, but is not limited to the following:
 - Work will fall under three (3) categories of work **Summer Conference, Hall Preparation, and Assignment and Supervision of Work**, but is not limited to these three (3) categories
 - **Summer Conference** –The host’s first responsibility is to assist with Summer Conferences which includes but is not limited to – Check-Ins, Check-Outs, Conference Service, and cleaning before or after Conferences.
 - **Hall Preparation** – other jobs that will be assigned include maintenance to helping set-up and clean-up for conferences, cleaning apartments, moving furniture or other supplies, and other duties set forth by the Summer Conference Office.
 - **Assignment of Work and Supervision of Summer Hosts** – The lead summer host will have an additional responsibility to ensure that all work is completed in a timely manner and is of top quality. Also responsible for ensuring that all summer hosts work in a unified and effective team.
- **On Call Hours**
 - Each host will take at least two (2) weeks of on call time, including weekends and holidays. The delegation of on-call time / weeks will be conducted by the hosts and Residence Life Staff before the first summer conference meeting and reported at such meeting.
 - The on call periods will run weekly. On call runs from 9:00 am Tuesday to 9:00 am the next Tuesday.
 - When on call, the host must carry and be responsible for the assigned cell phone. The host must be within 15 minutes of campus at all times and be able to respond promptly.
 - While On-Call, you will need to conduct one round in the evening of all the residence halls and the campus apartments. The host will record all rounds via e-mail. The round must be done between 9:00 and 11:00pm. If you become aware of any situation that becomes problematic, you are to contact your direct supervisor. If there is an apparent emergency, you should dial 911 or 641-6988 immediately.

Other Commitments

- Lead Summer Host must receive (in advance and in writing) approval to participate in other work (paid or voluntary) or any extracurricular involvement including on- or off-campus academic or sports endeavors (including summer school classes, face-to-face or online). All requests must be turned in **BEFORE** the other activity/job starts. Failure to do so can result in job termination.

Reporting of work time

- All work time must be turned in on the SNAP Portal by 5:00pm the 21st of each month. If the end of the month falls on a weekend, all time sheets are due by 4:00pm the Thursday before the weekend.
- If time sheet is not turned in by designated time or is lacking information, employee risks missing that month’s pay period and thus not getting paid on time
- Summer Conference Hosts will be paid on the last working day of the month, direct deposit is preferred.

If you accept and understand the terms of employment, expected work duties, compensation, and the requirement of a criminal background check. please sign below.

Summer Host Signature

Date

Summer Conference Coordinator Signature

Date