FURNITURE CREW

POSITION DESCRIPTION AND EXPECTATIONS

The Furniture Crew (FC) staff position is an integral member of the Department of Residence Life team, serving as representative of the department and Loyola University Chicago. The FC staff serves as a service provider and resource for current residential students, other departmental staff, and the greater University community. As members of the residence life staff, FC members work collaboratively with other staff members to ensure effective and efficient delivery of services and information. Together, FC members and other residence life staff provide services that support the mission, vision and values of the Department of Residence Life. With the goal of creating transformative living environments in the residence halls, FC members are responsible for assisting with day to day facilities and operations responsibilities. The FC member is a paraprofessional staff member of the Department of Residence Life and reports directly to a professional or graduate staff member.

Minimum Qualifications

FC members:
- May not hold another FWS funded position during their employment in the FC position without prior written approval from the Housing Operations Coordinator
- Must have a 2.5 cumulative GPA at the time of application and maintain a 2.5 cumulative and semester GPA for the duration of their employment.
- Must be full-time registered students (undergraduates must enroll in no more than 21 and no less than 12 credit hours per semester; graduates must enroll in 9 credit hours per semester).
- Must be and remain in good standing with the Department and University, including no significant or recent student conduct history.
- Are not required to have Federal Work Study, but candidates with this funding eligibility are preferred.

General Expectations

FC members:
- Serve as a resource for residents, families and other campus community members and should be familiar with the services and opportunities provided by Residence Life, the Division of Student Development, and other university departments and offices.
- Will be knowledgeable of and able to communicate departmental procedures and policies to residents.
- Are expected to support the vision, mission, values, philosophies, and goals of the department as employees of the Department of Residence Life FC members.
- Will help to create and maintain a friendly, respectful, and accepting atmosphere in the departmental office.
- Will be expected to arrive on time for all scheduled shifts and communicate any necessary absences in a timely manner.

Role Modeling and Leadership Expectations

The FC member:
- Is responsible for abiding by and upholding all residence hall and university policies.
- Is expected to serve as a positive role model for all students. This includes but is not limited to modeling appropriate and mature behavior on and off campus as well as via digital and social media.
- Is expected to fulfill all expectations as described and provided in training sessions, the Student Staff Manual, and through direct supervision.

Position Responsibilities
FC members:

- Are expected to maintain a positive attitude that is welcoming to residents/guests and supportive of the University and the department.
- Are expected to provide excellent customer service to students and parents by phone, email and in-person regarding any housing and residence life questions, concerns, and requests specifically as it pertains to the position.
- Are expected to assist in minor repair, delivery and arrangement of furniture and supplies throughout the academic year including campus opening and closing periods.
- Will uphold and maintain confidentiality with sensitive student information.
- Will be expected to maintain a high level of professionalism in communication with residents, staff and guests.
- Will become familiar with the different offices and services available to students at the University in order to make appropriate referrals to residents and visitors.

**Time Commitment**

FC members:

- Will be scheduled for no less than 5 and no more than 19.5 hours per week during the academic year. These hours will be scheduled between 8:30 am and 5:00 pm when the departmental office is open for business. There will be periodic evening and weekend shifts scheduled during peak time periods (e.g. hall opening/closing).
- Will attend and actively participate in any mandatory staff meetings and training sessions as scheduled.
- Are expected to assist with office coverage during Fall, Thanksgiving, Winter, Spring, and/or Easter Breaks. Shifts for these breaks will be determined among the staff. No vacation/travel plans should be made until shift coverage has been assigned.
- Must request and obtain approval from a supervisor prior to any shift changes or absences.

**Compensation**

FC members:

- Are compensated hourly at $13.50 per hour, paid bi-weekly via direct deposit.
- Are responsible for accurately reporting and approving their hours using the Kronos swipe/timecard system by the deadlines established by supervisors and university payroll.
- Are not required to maintain Federal Work Study (FWS) funding for the duration of their employment, but this funding eligibility is strongly preferred. Employees with FWS are:
  - Responsible for verifying and providing proof of FWS funding status at the start of employment as well as maintaining record of remaining funds throughout the academic year.
  - Responsible for maintaining Federal Work Study (FWS) funding for the duration of their employment. In the event that the FC member depletes their FWS funding or their eligibility changes while employed in the position, decisions regarding continued employment will be made on a case-by-case basis.