FOG Summer Office Clerk

Purpose of Position

The position of Summer Office Clerk is intended to assist the Rector and FOG Staff with particular tasks in the office, improving the design and condition of FOG facilities and improve the ‘FOG experience’ for residents.

Details of Position

Schedule: Flexible, majority of time will be spent during business hours (M-F, 8am-5pm)
Pay Rate: Approximately $8.11/hour
Hours: Up to 7 hours/week
Start Date: As early as May 7th, position ends August 22nd

Responsibilities:

- In collaboration with other FOG Staff assist with material acquisitions, administration and maintenance for assorted FOG projects and collections. Examples:
  - FOG Sports Equipment
  - FOG DVD Collection
  - FOG Tool Kits
- In collaboration with other FOG Staff design and implement strategies for improving physical spaces throughout FOG. Examples:
  - Laundry rooms
  - Other spaces in Fischer Community Center
  - Other spaces in Wilson Commons
  - Storage areas for FOG materials
- In collaboration with the FOG Staff improve the mechanisms for FOG staff interaction with residents. Examples:
  - Community center reservation process
  - How residents are made aware of resources available to them at FOG
- Work on other projects as assigned. Examples:
  - Shopping to keep FOG programming supplies stocked
  - Inventory FOG storage areas
- Assist with FOG office coverage if needed.
**Applications:**

- Applications submitted by Monday, March 28\textsuperscript{th} by 12 PM (noon) will receive priority.
- Application link available on FOG.ND.EDU website or in the FOG Weekly email sent March 12\textsuperscript{th}.
- Non-US citizen applicants must have appropriate United States work visa.