

# Position Description | Summ

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**UHRL Office & Mailroom (if assigned)**

Welcoming guests and residents as they come into the UHRL office with questions, concerns or comments about on-campus Housing.

Answering phone calls and responding to emails sent to the Housing email.

Have an understanding of resident and Housing procedures to be able to help navigate and address questions.

**Department Projects & Committees**

Assist in UHRL projects and committees to provide student perspectives on guides and other documents.