



JOB DESCRIPTION-1919 HOTEL SUMMER WORKER

General Description/Primary Purpose:

We are seeking motivated and reliable student workers to assist with the setup of a new hotel property. This is a physically demanding, hands-on role ideal for individuals who enjoy active work environments and contributing to a large-scale project from the ground up.

Classification: Part-time Staff, Non-Exempt, Temporary

Salary: Salary commensurate with experience and qualifications, plus full fringe benefits.

Appointment: Temporary

Overview:

Murray State College is a small, open-door community college that provides personal growth and professional success opportunities to students of all educational backgrounds. Employees at Murray State College will flourish in a family-like environment that offers collegiate support and opportunities for advancement.

Located in the heart of the Chickasaw Nation, Murray State College's service area comprises small towns with a low cost of living and numerous natural attractions offering fishing, hiking, and camping. Conveniently located within a two-hour drive of Dallas and Oklahoma City, Murray State College offers the best of both worlds: small-town life with access to big-city offerings.

Description of Job Functions:

1. Move, lift, and transport furniture, equipment, and supplies throughout the property.
2. Load, unload, and organize boxes and materials.
3. Unbox and assist with placement and setup of hotel furnishings.
4. Assist with general labor tasks related to hotel setup and preparation.
5. Work collaboratively with team members to complete daily objectives.
6. Maintain a clean and organized work environment.
7. Other duties as assigned.
8. Complete all training assigned by the Human Resources Department.

Required Knowledge, Skills, and Abilities

Individuals must possess these kinds of knowledge, skills, and abilities or be able to explain and demonstrate that they can perform the job's essential functions, with or without reasonable accommodations, using some other combination of skills and abilities.

- Ability to lift and carry up to 50-100 pounds.
- Ability to stand, walk, bend, and lift for extended periods.
- Willingness to work in warm or hot conditions.
- Comfortable using both elevators and stairs frequently throughout the workday.

Work Environment:

This position involves a high level of physical activity and will take place indoors and outdoors in varying temperatures. Employees should be prepared for frequent movement, lifting, and working in a fast-paced environment as the hotel is assembled from the ground up.

Hours:

Part-time hours will not exceed 29 hours per week. The schedule is subject to change depending on the schedule of the employee and the needs of the department.

Qualification Standards:

1. **Minimum Educational Qualifications:** Current student or recent graduate.
2. **Preferred Experience:** Prior labor or moving experience is a preferred but not required
3. **Professionalism:** The Murray State College staff members are expected to show professional competence, integrity, and enthusiasm in performing all responsibilities.
4. **Image:** Murray State College employees are expected to maintain a neat, well-groomed, professional image while performing their responsibilities.
5. **Background Check:** The successful candidate must give permission to have a formal background check conducted and employment is contingent upon the results of the national criminal and sex offender background check

Application Process:

1. Letter of application.
2. Resume.
3. Unofficial college transcript(s). NOTE: Official college transcript(s) required upon employment.
4. Completed MSC employment application.
5. Submit a Background Check Consent Form

Submit Application to:

Human Resource Office
Murray State College
One Murray Campus, Suite AD 104
Tishomingo, Oklahoma 73460
MSCemployment@mscok.edu

Application Deadline: Review of applications will begin immediately and continue until filled.

MSC participates in E-Verify.

MURRAY STATE COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER. Murray State College, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, and other Federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, student financial aid, and educational services.