Trinity College has a number of opportunities in various posts for student summer employment in the Accommodation Office. A number of positions are available from mid May through to end of August.

During the summer Trinity College expands its tourism activity to embrace international conferences, summer schools, banqueting and the provision of guest accommodation in its 800 residential rooms on campus. Applicants should have an outgoing and flexible attitude, be articulate and self confident, and should be prepared to work varied hours according to the level of activity. Most positions involve working outside normal office hours. All applicants from abroad must be eligible to work in Ireland. A brief description of the posts is given below.

**ACCOMMODATION OFFICE**

*Receptionist – Live in*

**Role:** In addition to hotel reception duties, the positions also involve handling telephone, e-mail and internet reservations and other secretarial duties including assisting with student accommodation enquiries.  
**Attributes:** Previous customer service experience usually in a tourism enterprise is necessary. A driving licence is an advantage. Normal keyboard and PC skills are necessary. Foreign language skills are an advantage. 
Applicants must be available for work **no later than 14th May.** * Must be available for the entire duration until 31st August.*

*Receptionist / Attendant – Live in*

**Role:** In addition to the Reception duties described above, these posts will provide a porterage and information service to guests, including check in/out, equipment hire, baggage-handlings and group check-in. The primary role of this post will be that of Guest Services Attendant.  
**Attributes:** As for the Receptionist positions above with the addition that driving licence is essential with a full licence preferable. 
Applicants must be available for work **no later than 14th May.** * Must be available for the entire duration until 31st August.*

**TRINITY HALL**

*Accommodation & Housekeeping Service Assistants- Trinity Hall- Live in*

HSA staff will undertake a range of duties from the deep cleaning of vacated apartments, servicing of public areas and guest accommodation, including bed making and room cleaning, also the operation of laundry facilities and assisting with stock counts. To include possible front of house duties at the Reception Desk, meet and greet and guest check in & out, also dealing with counter/phone queries from summer study programme guests. Trinity Hall will require a number of HSA staff from the end of May till end of August. Shorter contract durations may also be possible subject to business needs. Foreign languages and previous service industry experience (both in cleaning/ reception) would be advantageous.

**ESTATES & FACILITIES**

*Accommodation & Housekeeping Service Assistants - Goldsmith Hall*

House Service Assistants (HSA) staff will undertake a range of duties from the deep cleaning of vacated apartments, servicing of public areas and guest accommodation, including bed making and room cleaning, also the operation of laundry facilities and assisting with stock counts. Vacancies for Goldsmith Hall, HSA posts are based on a 37.5 hour week, 5 days over 7, accommodation will be provided in Trinity Hall. Posts commence on May 14th and will cease on August 31st 2018. Previous service industry experience would be advantageous.
Housekeeping Assistant temporary positions, Estates and Facilities

Part-time Housekeeping/cleaning operatives required for a three week period starting mid-May to work alongside our year round Housekeeping teams in order to deep clean student residences at the end of the Academic Year. Experience is desirable, attention to detail and ability to work on own initiative as well as being part of a team is essential. Hours of work 20 hours per week, 9.00 am to 1.00pm.

For further information on any of the above-mentioned positions, please visit our Job Description Page.

- Download application form (for Trinity College Students only) opens in a new browser window.

**Closing Date for Applications:** Friday 13 April 2018 @ 3pm

**Interviews will take place on Saturday 21st April 2018**

*If insufficient candidates are available by the start date indicated then consideration will be given to other applicants.*
RECEPTIONIST

DUTIES

The Receptionist will report directly to the Supervisors—Front Office and will be responsible for:

- The provision of a registration/reception service for the Accommodation Office
- Assistance with the check-in and checkout of all residents
- Provision of general information and assistance to guests
- Such other duties from time to time as directed by the Summer Operations Manager.

CONDITIONS OF EMPLOYMENT

- The position is tenable between the dates specified in the employment contract.
- The hours of work will generally be as per the schedule below but may be altered from time to time as circumstances dictate.
- The position is “live-in” and one receptionist on the 5.30pm to 2am shift will be “on-call” for emergencies during the night.
- Holiday time accrued will be incorporated into the final pay check, and time off due will be scheduled at the discretion of the Summer Operations Manager.
- Full particulars regarding the conditions of this post will be issued by the Staff Office.
RECEPTIONIST / ATTENDANT

DUTIES

The Receptionist Attendant will report directly to the Duty Assistant Manager – Front Office and will be responsible for:

- The provision of a registration/reception service for the Accommodation Office
- The provision of an information service for the clients of the Accommodation Office
- Assistance with the check-in and check-out of all residents including transportation and assistance with luggage
- Luggage control, mail service, domestic equipment hire (hair dryers, alarm clocks etc)
- As required the movement and set-up of roll away beds and cots
- Assistance to guests connecting to the wireless guest network
- Such general and other duties that from time to time as may be directed by the Duty Assistant Manager

CONDITIONS OF EMPLOYMENT

- The position will be tenable for the duration of the dates specified in the employment contract
- Holiday time accrued will be incorporated into the final pay check, and time off due will be will be scheduled at the discretion of the Summer Operations Manager.
- Full particulars regarding the conditions of this post will be issued by the Staff Office
- Applicants must have a clean driving licence. A full licence is preferable but a provisional licence with experience is acceptable.
- The position is "live-in"
- An attendant will be rostered "on-call" at night to assist with any emergencies that may arise.
Accommodation & Housekeeping Service Assistants- Trinity Hall- Live in

HSA staff will undertake a range of duties from the deep cleaning of vacated apartments, servicing of public areas and guest accommodation, including bed making and room cleaning, also the operation of laundry facilities and assisting with stock counts. To include possible front of house duties at the Reception Desk, meet and greet and guest check in & out, also dealing with counter/phone queries from summer study programme guests. Trinity Hall will require a number of HSA staff from the end of May till end of August. Shorter contract durations may also be possible subject to business needs. Foreign languages and previous service industry experience (both in cleaning/ reception) would be advantageous.

CONDITIONS OF EMPLOYMENT

- We will not be able to facilitate holidays booked between 1st July – 13th August 2018.
- The position will be tenable for the duration of the dates specified in the employment contract
- Holidays and time off due will be discharged prior to the end of the contract period.
- You will be expected to work weekends as these are our busiest times.
- We would need you to be available all weekends in July with time off during the week.
- Full particulars regarding the conditions of this post will be issued by the Staff Office
- The position is "live-in" with accommodation in Cunningham House.
- Applicant will be subject Garda vetting.
STUDENT APPLICATION – SUMMER WORK
Accommodation Office
Or if applying for more than one position across all three areas

<table>
<thead>
<tr>
<th>POSITION APPLIED FOR:</th>
<th>Tick Box</th>
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<td>(Applicants may apply for more than 1 post)</td>
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**ACCOMMODATION OFFICE - COLLEGE**
1. Receptionist - Accommodation Office
2. Receptionist/Attendant (full or provisional driving licence essential)

**TRINITY HALL**
3. House Services Assistant

**ESTATES & FACILITIES**
4. House Services Assistant
5. Housekeeping Assistant Temporary

Driving Licence: Full ☐ Provisional ☐
Driving Experience: ______________________

Languages: Fluent School Level

____________________ ☐ ☐
____________________ ☐ ☐
____________________ ☐ ☐

Keyboard Skills: Touch Type Basic ☐

**PERSONAL DETAILS:**
SURNAME: ______________________
OTHER NAMES: ______________________
HOME ADDRESS: ______________________

COLLEGE ROOM NO: ______________________
TEL NO: ______________________
E-MAIL: ______________________
DATE OF BIRTH: _____ / _____ / _____

**COURSE OF STUDY:** ______________________ COURSE YEAR: ______________________

DATE OF LAST WRITTEN EXAM IN 2018: ______________________
EARLIEST DATE YOU CAN COMMENCE WORK: ______________________
PREVIOUS WORK EXPERIENCE (BRIEFLY): ______________________

DATE: ______________________ SIGNATURE: ______________________

Please return this form to the relevant office in person, or by email, to reservations@tcd.ie with a recent photograph and the names of two College Referees on the reverse side. **It is NOT necessary to supply references at this time.**

Closing date for receipt of applications is Friday 13 April @ 3pm
STUDENT APPLICATION – SUMMER WORK
Estates & Facilities Positions Only

POSITION APPLIED FOR:   Tick Box
(Applicants may apply for more than 1 post)

ESTATES & FACILITIES

1. House Services Assistant  □
2. Housekeeping Assistant  □

Driving Licence: Full  □  Provisional  □
Driving Experience: __________________________

Languages: Fluent  □  School Level  □
__________________  □  □
__________________  □  □
__________________  □  □

Keyboard Skills: Touch Type  □
Basic  □

PERSONAL DETAILS:

SURNAME: __________________________

OTHER NAMES: __________________________

HOME ADDRESS: __________________________

_____________________________________

COLLEGE ROOM NO: __________________________

TEL NO: __________________________

E-MAIL: __________________________

DATE OF BIRTH:   /   /   

COURSE OF STUDY: __________________________  COURSE YEAR: __________________________

DATE OF LAST WRITTEN EXAM IN 2018: __________________________

EARLIEST DATE YOU CAN COMMENCE WORK: __________________________

PREVIOUS WORK EXPERIENCE (BRIEFLY):
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

DATE: __________________________  SIGNATURE: __________________________

Please return this form to the relevant office in person, or by email, to hkoffice@tcd.ie with a recent photograph and the names of two College Referees on the reverse side. It is NOT necessary to supply references at this time.

Closing date for receipt of applications is Friday 13 April @ 3pm
**STUDENT APPLICATION – SUMMER WORK**  
Trinity Hall Positions Only

**POSITION APPLIED FOR:**  
Tick Box  
(Applicants may apply for more than 1 post)

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Driving Licence:  
Full ☐  Provisional ☐

Driving Experience:  __________________________

Languages:  
Fluent ☐  School Level ☐

____________________ ☐  ☐
____________________ ☐  ☐
____________________ ☐  ☐

Keyboard Skills:  
Touch Type ☐  Basic ☐

**PERSONAL DETAILS:**

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</table>

| COLLEGE ROOM NO:  | __________________________ |
| TEL NO:  | __________________________ |
| E-MAIL:  | __________________________ |
| DATE OF BIRTH:  | / / |

| COURSE OF STUDY:  | __________________________ |
| COURSE YEAR:  | __________________________ |
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| PREVIOUS WORK EXPERIENCE (BRIEFLY):  | __________________________ |

| DATE:  | __________________________ |
| SIGNATURE:  | __________________________ |

*Please return this form to the relevant office in person, or by email to trinity.hall@tcd.ie with a recent photograph and the names of two College Referees on the reverse side. It is NOT necessary to supply references at this time.*

Closing date for receipt of applications is Friday 13th April @ 3pm