
Orientation Operations Assistant

Summer 2017

Reporting to the Assistant Director of Housing Systems and Logistics and Graduate Summer Operations Coordinator, summer Orientation Operations Assistants are student workers employed by Residential Learning and University Housing to help prepare our residential buildings for fall semester opening throughout the summer months. This position will have a special focus during summer 2017 to also assist RLUH in implementing the overnight freshman orientations sessions here at Rowan University.

The following description addresses the general duties and responsibilities of the Orientation Operations Assistant position. This document does not cover all job expectations or specific procedures for completing these responsibilities. All staff employees are expected to review and abide by additional policies and specific procedures described in other documents including but not limited to the staff manual, supervisor's expectations, University expectations for employees, University policies, and all local, state and federal laws. If there is a need for clarification, please contact your supervisor.

Job Description

Orientation Expectations:

- Attend an initial employee orientation day on Thursday, June 15th, 2017. **This will be the official start date for this position.**
- Attend Day 1 of each Orientation Session, based on schedule provided by your supervisor, and assist the RLUH professional team with orientation check in.
- Attend Day 2 or 3 of Orientation Sessions as assigned.
- Assist in answering student and parent questions during the Orientation events and provide excellent customer service.
- On non-Orientation days, tasks will be assigned to these student workers in and around the residence halls on campus.

Room Condition Reports:

- Perform detailed walkthroughs of every residence hall and apartment living space and common area to look for damages and take inventory of all furniture in each location.
- Note any damages found during the walkthrough on a paper Room Condition Report (RCR).



Qualifications and Requirements:

- Must be able to perform to all responsibilities and functions of the position for the full duration of the summer.
- Without constant supervision, and ability to ask questions when necessary. Possess assertive leadership skills and ability to work in a team.
- Possess effective communication skills in order to successfully perform work orders and tasks within your team.
- Must be easily approachable, friendly, and able to establish rapport with residents and other team members.
- Ability to use authority with discretion and exercise good judgment.
- Must be in good conduct/judicial standing and remain so throughout the term of employment.

Expected Time Commitment: The Orientation Operations Assistant position requires an extensive time commitment. It is strongly recommended that these student workers limit their extra- curricular activities and additional work obligations during the time of employment.

- Expected to work up to 25 hours per week. Work hours are as follows:
- *Non-Orientation Weeks:* Monday – Friday, 9 AM to 3 PM
- *Orientation Weeks:* Orientation check-ins and check-outs require a 6:30AM start time. Hours for each week will not exceed 25 hours, but actual work schedules will vary day to day during Orientation. The dates of each summer 2017 orientation are below.
 - Transfer Orientation: Tuesday June 20th and Wednesday June 21st
 - Session I: Thursday, June 22 & Friday, June 23
 - Session II: Monday, June 26 & Tuesday, June 27
 - Session III: Thursday, June 29 & Friday, June 30
 - Session IV: Thursday, July 6 & Friday, July 7
 - Session V: Monday, July 10 & Tuesday, July 11
 - Session VI: Thursday, July 13 & Friday, July 14
 - Session VII: Monday, July 17 & Tuesday, July 18
 - Session VIII: Thursday, July 20 & Friday, July 21
 - Session IX: Monday, July 24 & Tuesday, July 25



Supervision: Orientation Operations Assistants are supervised by the Assistant Director of Housing Systems and Logistics and the Graduate Summer Operations Coordinator. These student workers also work closely with the Graduate Coordinator and Director

Evaluation: In an atmosphere of constructive feedback, the Graduate Summer Operations Coordinator will evaluate the performance of all Orientation Operations Assistants.

Length of Term: The start date of this position is June 16th, 2016 and will run until opening weekend of the Fall 2016 semester, which is August 26, 27, and 28th.

Starting Salary: \$8.38/hr.

PLEASE NOTE: If you are graduating in May 2016 or have summer classes during the above work hours, you cannot be hired for the position.