Operations Assistant Position Description

Reporting to the Summer Graduate Coordinator for Housing Operations and the Assistant Director of Housing Systems and Logistics, summer Operations Assistants are student workers employed by Residential Learning and University Housing Office to help prepare our residential buildings for fall semester opening throughout the summer months.

The following description addresses the general duties and responsibilities of the 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

- Walk through residence halls and apartment complexes to check for work orders (beginning of Summer)
  - After the close of the residence halls, it is important to assess the buildings for needed repairs, which will be completed throughout the summer by Facilities. This will include visual inspections as well as a hands-on testing of items in the residence halls such as toilets, faucets, blinds, lights, cabinet doors, etc.
- Input work orders into database systems
  - After assessing the residence halls, staff must submit appropriate work order requests into the proper databases.
- Check on the status of work order submissions throughout the summer
  - In addition to assessing the buildings for new work orders, this position will check on the status of existing work orders as the summer progresses.
- Assist with Orientation, including building walkthroughs and setting furniture properly
  - Prior to Summer Orientation, this position will walk through each building utilized for Orientation housing. Each room must have proper furniture set-up, cleaning touch-ups, and details attended to, insuring that the space is ready for orientation students.
  - **Hours will be adjusted from regular schedule hours for Orientation sessions during the June & July summer months**

Dates of Orientations for 2018:
Monday & Tuesday, June 18 & 19
Thursday, June 21 & Friday, June 22
Monday, June 25 & Tuesday, June 26
Thursday, June 28 & Friday, June 29
Monday, July 2 & Tuesday, July 3
Monday, July 9 & Tuesday, July 10
Thursday, July 12 & Friday, July 13
Monday, July 16 & Tuesday, July 17
Thursday, July 19 & Friday, July 20
Monday, July 23 & Tuesday, July 24
Monday, July 30 & Tuesday, July 31

- Complete Room Condition Reports for all on-campus living spaces
  - During the months of July and August, staff will walk each residence hall and apartment complex to complete Room Condition Reports prior to fall check in.
  - This will require attention to detail and critical thinking in order to locate and record any concerning work requests before students arrive for the fall semester.
- Assist with the creation of early move-in (EMI) check-in packets
  - Early move-in residents check-in at a central location during the middle of August. Check-in packets must be assembled and organized prior to those scheduled check-ins. This position may also assist with the check-in process for EMI residents.
- Once buildings are no longer in use by Conference and Events, complete final building walkthroughs. Input work orders, set furniture, and complete RCRs as necessary.
  - Operations assistants, in conjunction with other building staff, will assist with “detailing” the residence halls/apartment complexes in preparation for check in. This includes, but may not be limited to, setting furniture, bunking or lofting beds, wiping surfaces, removing any trash and anything not appropriate for the space.

Qualifications and Requirements:
- Must be able to perform to all responsibilities and functions of the position for the full duration of the summer.
- 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 Operations Assistant position requires an extensive time commitment. It is strongly recommended that Operations Assistants limit their extra-curricular activities and additional work obligations.
- Operations Assistants are expected to work up to 25 hours per week.
- Work hours are as follows: Monday – Friday, 9 AM to 3 PM
  - Hours will be adjusted from regular schedule hours for Orientation sessions during the
June & July summer months

- Required to work check-in weekend September 1st, 2nd and 3rd, 2018. If you are a resident student, you will be permitted to move in to your campus housing at an earlier date, depending upon building readiness.

**Supervision:** the Summer Graduate Coordinator for Housing Operations and the Assistant Director of Housing Systems and Logistics.

**Evaluation:** In an atmosphere of constructive feedback, AD of HSL will evaluate Operations Assistants.

**Length of Term:** The summer Operations Assistant position is for the summer break only. From Monday, May 14th until Monday September 3rd. Working over summer does not guarantee you a position for the fall semester.

**Starting Salary:** $10.00/hr.

*PLEASE NOTE: If you are graduating in May 2018 or have summer classes during the above work hours, you cannot be hired for the position.*