Orientation Logistics Assistant Position

Reporting to the Assistant Director of Housing Systems and Logistics and Graduate Summer Operations Coordinator, summer Orientation Logistics 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 the summer months 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 Logistics 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 14th, 2018. **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 Logistics 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-Orientaion 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 2018 orientation are below.

**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
Supervision: Orientation Logistics 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 Logistics Assistants.

Length of Term: The start date of this position is June 14th, 2018 and will run until opening weekend of the Fall 2018 semester, which is September 1st, 2nd, and 3rd.

Starting Salary: $8.38/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.